Gentlemanly Speaking

Student Handbook

1972 - 73

Centenary
College
of Louisiana

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A WORD FROM THE PRESIDENT

It is generally agreed that the main purpose for attending college is to improve and strengthen one's intellectual abilities. We demonstrate our belief in that purpose by providing our students the finest faculty and academic environment available.

This intellectually stimulating experience cannot take place in a vacuum, however. The members of the Centenary academic community are a society of scholars who live and play and work together. For this to happen we must establish and agree to abide by certain norms so that each of us may enjoy the advantages of being a part of this College.

Gentlemanly Speaking, the student handbook, is designed to provide information which will help us to live and work together. It is important that you read and understand it.

I hope we all have a great year together here in our community.

John H. Allen
President

115763

Students are accepted without regard to race, color, or religious commitment.

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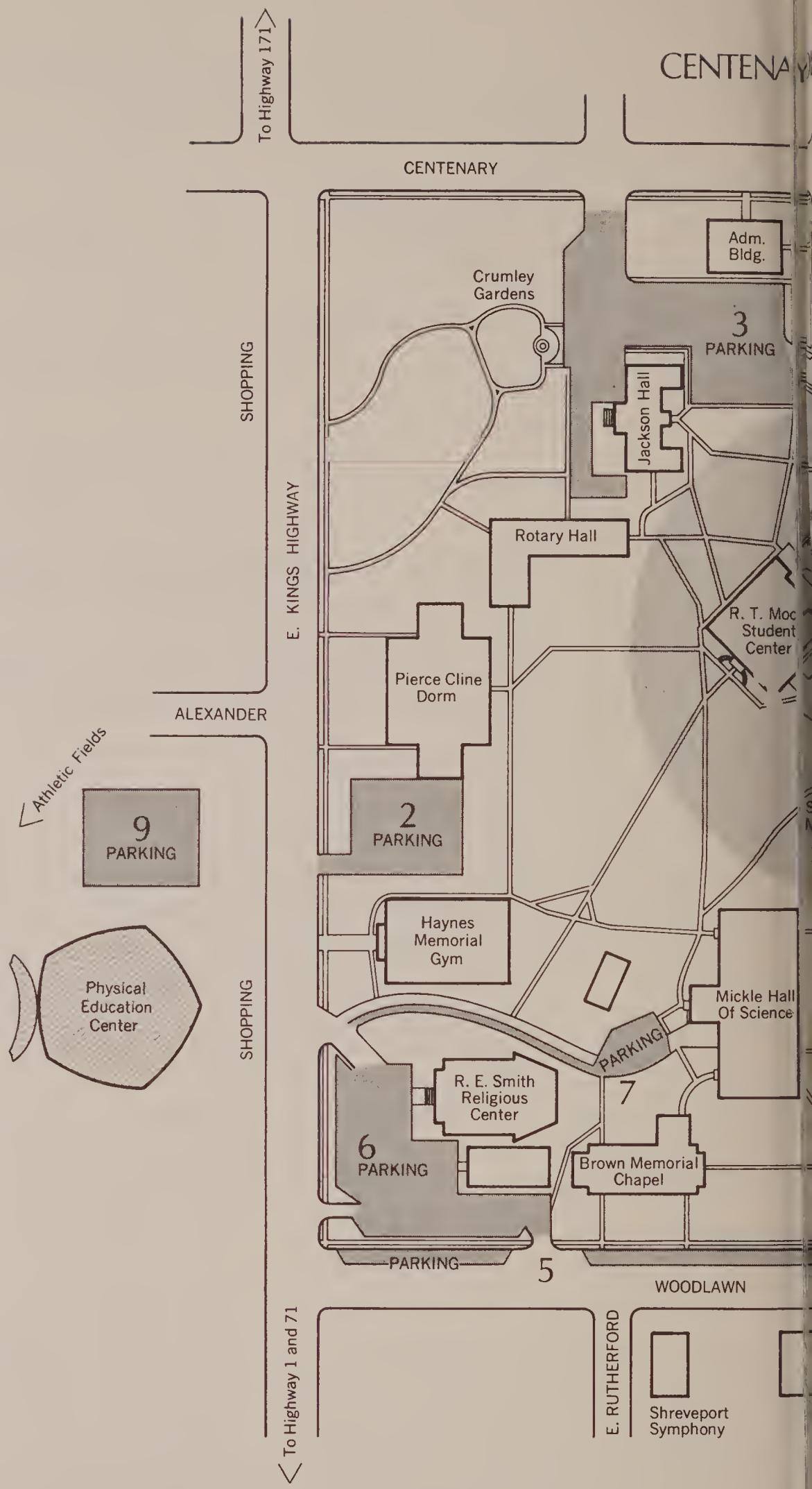
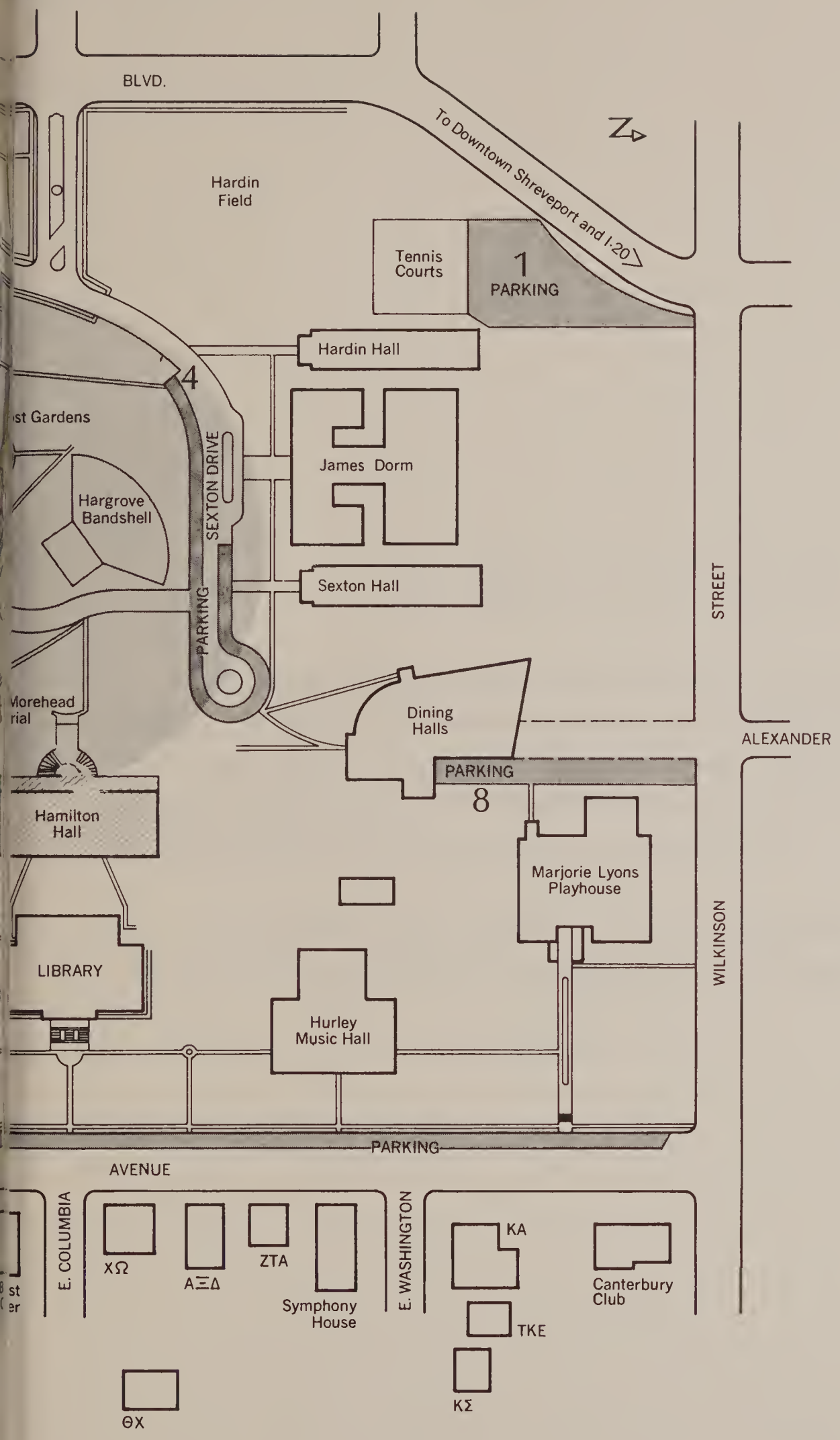

To Highway 171
CENTENARY
SHOPPING
E. KINGS HIGHWAY
ALEXANDER
Athletic Fields
9
PARKING
Physical
Education
Center
Crumley
Gardens
Adm.
Bldg.
3
PARKING
Jackson Hall
Rotary Hall
R. T. Moc
Student
Center
Pierce Cline
Dorm
2
PARKING
Haynes
Memorial
Gym
Mickle Hall
Of Science
PARKING
R. E. Smith
Religious
Center
7
6
PARKING
Brown Memorial
Chapel
PARKING
5
WOODLAWN
To Highway 1 and 71
E. RUTHERFORD
Shreveport
Symphony

OLLEGE CAMPUS



INTRODUCTION

Gentlemanly Speaking is the student handbook of Centenary College. It contains the expectations the College has for its students and organizations, the ways by which these expectations are established and changed, and the procedures by which due process is afforded those who do not live up to these expectations.

In addition, this handbook contains statements on the services, activities and organizations available at the College for its students.

DIRECTORY OF ACTIVITIES AND SERVICES

Athletics	Mr. Orvis Sigler Director	Golden Dome	869-5275
Bookstore	Mr. Richard Skarsten Manager	Moore Stu. Cen. (SUB) Basement	869-5264
Campus Security	Mr. James Smith Patrolman		
	Mr. Ben Piazza Patrolman		
Counseling	Dean Thad Marsh Dean of the College	Hamilton Hall Room 208	869-5104
	Mrs. Shirley Rawlinson Dean of Women	Hamilton Hall Room 131	869-5119
	Dr. Eddy Miller Dean of Students	Hamilton Hall Room 127	869-5117
	Dr. Dorothy Gwin Chairman, Department of Education	Hamilton Hall Room 211	869-5154
	Rev. Robert Ed Taylor Chaplain of the College	Smith Building Room 121	869-5281
Financial Aid	Mrs. Leroy Vogel Director	Hamilton Hall Room 119	869-5137
Health Services	Mrs. Robbie Campbell College Nurse	Jackson Hall Room 12	869-5259
Housing	Mrs. Shirley Rawlinson Dean of Women	Hamilton Hall Room 131	869-5119
	Dr. Eddy Miller Dean of Students	Hamilton Hall Room 127	869-5117
Library	Mr. Charles Harrington Head Librarian	Library Room 106	869-5173
Lost and Found	Mr. Steve Holt Dir. of Student Activities	Moore Stu. Cen. (SUB) Room 101	869-5266
New Student Orientation	Mr. Warren Levingston Director of Admissions	Hamilton Hall Room 132	869-5131
Part-time Employment	Mrs. Leroy Vogel Director	Hamilton Hall Room 119	869-5137
Placement (Teacher)	Mrs. Lois Gowan Director	Mickle Hall Room 03	869-5224
Placement (Other)	Mr. Steve Holt Dir. of Student Activities	Moore Stu. Cen. (SUB) Room 101	869-5266
Post Office	Mrs. LaRue Clark Manager	Moore Stu. Cen.(SUB) Basement	869-5263
Religious Activities: **College Chaplain**	Rev. Robert Ed Taylor	Smith Building Room 121	869-5281
Baptist Chaplain	Rev. Carl Smith	2907 Woodlawn	865-5613

Catholic Chaplain			
Episcopal Chaplain	Rev. Kenneth Paul	2703 Woodlawn	865-4486
Methodist Chaplain	Rev. Robert Ed Taylor	Smith Building Room 121	869-5281
Student Life Committee	Rev. Robert Ed Taylor Chairman	Smith Building Room 121	869-5281
Student Senate	Mr. Richard Clark	Cline Dormitory	
Testing	Dr. Dorothy Gwin Coordinator	Hamilton Hall Room 211	869-5154

ADMINISTRATION AND STAFF

ADMINISTRATIVE COUNCIL

President of the College . . . . . Dr. John H. Allen
Dean of the College . . . . . Mr. T. N. Marsh
Dean of Students . . . . . Dr. Eddy Miller
Acting Director of Development and
Director of Church Relations . . . . . Mr. Grayson Watson
Comptroller . . . . . Mr. James Allen

ADMINISTRATIVE STAFF

Dean of Women . . . . . Mrs. Shirley B. Rawlinson
Director of Student Activities . . . . . Mr. Steve Holt
Director of Admissions . . . . . Mr. Warren Levingston
Registrar . . . . . Dr. Charles Lowrey
Director of Public Information . . . . . Mr. Maurie Wayne

WOMEN'S RESIDENCE HALLS

Hardin Hall . . . . . Mrs. Dorothy Reid
James Dormitory . . . . . Mrs. Evelyn McCreary
Sexton Hall . . . . . Mrs. Dorothy Horton

MEN'S RESIDENCE HALL

Cline Dormitory . . . . . Mr. Steve Holt

I

EXPECTATIONS OF CENTENARY COLLEGE FOR ITS STUDENTS

INTRODUCTION

Any person enrolling as a student in Centenary College is expected to conduct himself in a manner which is acceptable to an ordered society and in a manner which is compatible with the function of the College as an educational institution.

Social rules and regulations at Centenary have as their object the development of students as moral, intelligent, responsible members of an academic community and, extensionally, of the nation. To accomplish this, it is necessary that the rules themselves reflect true morality, intelligence, and responsibility by calling for high standards of self-discipline and habit formation in all personal and social relationships and for dimensions of moral commitment that go far beyond any specific practices which might be listed.

Students who are enrolled in the College are subject to the rules and regulations of the College from the time they leave their homes until they return thereto, either during vacation periods, or at the end of the semester.

GENERAL COLLEGE REGULATIONS

AUTOMOBILES ON CAMPUS

See the special booklet on campus traffic regulations available from the Business Office.

DEAD WEEK

It is traditional that a minimum fine of $25.00 be automatically imposed for each disturbance or violation of dormitory or college rules and regulations during Dead Week and Exam Week. These fines must be paid before a student receives his grades or transcript.

HOUSING

All full-time students must reside in college residence halls and purchase meal tickets. The only exceptions that will be made to this rule are as follow:

1) students living with their immediate family
2) married students
3) divorced students
4) students who are two-year veterans
5) students whose employment requires off campus living
6) students who are required to live off campus for medical reasons
7) students who are 25 years of age or older
8) a specified number (to be decided by the Dean of Students) of juniors and/or seniors living in fraternity housing. Those students living in fraternity housing must purchase meal tickets.
9) when Centenary College reaches an estimated 85% capacity, any student who is 21 years of age or a senior will be permitted to apply to move off campus for that academic year.

Dual residence (having dormitory room and an off-campus room or apartment) are not permitted.

Where there are empty rooms in the residence halls they will be made available to students as single rooms at the rate of $65.00 per semester above the present double room occupancy rate of $200.00 per semester.

ID CARDS

ID cards are non-transferable. If found in the possession of another student, they will be confiscated. Cards must be turned in to the Business Office when a student leaves at the end of each year or at the end of the semester if he is not returning to Centenary.

KEYS

Students are not permitted to have in their possession any Centenary College key other than the one to their own dormitory room. Unusual circumstances may require students to have other keys; however, in such cases they must be obtained from the Comptroller where they will be registered.

Students are not permitted to duplicate any key to any lock or door on the campus.

Students are not permitted to enter any dormitory room other than their own without the express permission of the resident of the room. (The one exception is for Resident Assistants when room inspection is necessary.)

All keys to any College lock, door, or other property must be returned no later than the day following graduation or the end of the semester.

POSTERS AND PUBLICITY

No posters or other forms of publicity may be displayed or distributed on the campus by persons or organizations other than official Centenary College organizations. Any damage done to College property by the display of posters or any cleaning that needs to be done as the result of publicity material littering the campus will be paid by the organization or individual responsible.

Special areas and methods of publicizing College activities will be determined by the Student Senate. Violation of restrictions on publicity may result in disciplinary action.

Salesmen are not permitted on the campus.

Students desiring to sell products in order to pay for their education or College organizations conducting fund-raising projects may apply for special permission with the Dean of Students.

SPECIFIC AREAS OF CONDUCT FOR WHICH ANY STUDENT IS SUBJECT TO DISCIPLINARY ACTION

ALCOHOLIC BEVERAGES

Use, possession, or distribution of alcoholic beverages in or on any College property

CIVIL LAW

Any conduct which is in violation of city, state, and/or federal laws

CONDUCT AFFECTING A STUDENT'S SUITABILITY

Any conduct which adversely affects the student's suitability as a member of the Centenary academic community

DRUGS

Use, possession, or distribution of narcotics, stimulants, depressants, mind-expanding, or other dangerous drugs, except as expressly permitted by state and/or federal laws

FAILURE TO COMPLY

Failure to comply with the directions of any College official in the performance of his duty

FALSE INFORMATION

Willfully and knowingly furnishing false information to the College

FIREARMS, EXPLOSIVES

Use, possession, or distribution of firearms, explosives or incendaries in or on any College-owned or College-controlled property

HONOR CODE

Violation of the Honor Code of Centenary College

MISUSE OF COLLEGE MATERIALS

Forgrey, alteration, or misuse of College documents, materials or records

MISUSE OF IDENTIFICATION MATERIALS

Forgery, alteration, or misuse of identification materials or records

MISUSE OF PROPERTY

Theft of, damage to, or illegal possession of any property of a member of the College community or any campus visitor

OBSTRUCTION OR PROCEEDINGS OR ACTIVITIES

Obstruction, disruption, or hindrance of teaching, administration, disciplinary proceedings, or other college activities, including public service functions or other authorized activities on College property

ORGANIZATIONS, PUBLIC EXPRESSION

Violation of the College policies or campus regulations concerning the registration of student organizations, the use of College facilities, or the time, place, and manner of public expression

PHYSICAL ABUSE

Physical abuse of any person on College-owned property, or at Centenary-sponsored or supervised functions, or conduct which threatens or endangers the health, safety, or well being of any such person

RESIDENTIAL ACTIVITIES

Violation of rules governing residence in College-owned or College-controlled property

UNAUTHORIZED ENTRY

Unauthorized entry into or use of any College facility or property

VISITATION

Failure to adhere to the hours during which a member of the apposite sex may visit in one's room.

GENERAL RESIDENCE HALL REGULATIONS*

RESIDENCE HALL PURPOSE

The purpose of the residence hall is to provide comfortable living accommodations for students while in residence on the Centenary campus. The residence hall is more than a place to sleep. It should be the center of activities for study, personal living, and group living. It is expected that each student will make every effort to cooperate at all times with his fellows in an effort to make conditions best for all.

MANAGEMENT

The management of the residence halls is under the supervision of the Dean of Students and the Dean of Women and is carried out by the Faculty Resident and Housemothers in cooperation with the Resident Assistants.

CLEANING

General maintenance is performed by the College. The student is required to keep his own room clean and orderly. Any damages incurred to the room or area leading to the room should be reported to the Resident Assistant immediately.

CHECK OUT

Students are to check out of the residence hall with the Resident Assistant when they move from one room to another or when they leave the residence hall at the end of the semester or year. Students are to check out officially with a Resident Assistant. At this time the Resident Assistant will inspect the room for damages. If necessary, damages will be assessed at the time the student leaves the residence hall.

KEY DEPOSITS

A deposit of $1.00 is required for issuing a room key. The deposit is refunded when the key is returned.

RESIDENCE HALL CLOSING

The residence hall is closed during official holidays and between semesters. Arrangements should be made for living elsewhere during these times. Students are expected to vacate residence halls within twenty-four hours after the conclusion of their last exam.

RESIDENCE HALL VISITATION

Open visitation in the dormitories is permitted only at the request of both student and parents and on the following schedule:

Sunday - Thursday	3:00 - 5:00 P.M.
Friday and Saturday	3:00 - 10:00 P.M.

ROOM DEPOSIT

The room deposit of $50.00 which is made when a student enters the College will be kept in his account to cover any charge for damage to the College facilities. This $50.00 will be returned to the student when he leaves Centenary unless he is assessed for damages to College property. If a student is responsible for damages, this amount will be deducted from the room deposit.

ROOM CHANGES

Students are assigned to rooms at the beginning of the semester. No room changes may be made after the last day of late registration. All room changes must be approved in advance by the Housemother or Faculty Resident.

ROOM FURNISHINGS

No furniture, including mattresses, may be moved from one room to another. Room furnishings or other items of equipment not provided by the College are subject to the approval of the Faculty Resident or Housemother.

ROOM INSPECTION

The College reserves the right to inspect any room in any College-owned or College-operated residence hall.

*See Appendix A, pages for additional residence hall regulations for women.

SPECIFIC AREAS OF CONDUCT FOR WHICH ANY RESIDENT STUDENT MAY BE SUBJECT TO DISCIPLINARY ACTION*

APPLIANCES

No appliances for preparing or processing food may be used in the dormitory rooms. An area for using such appliances is designated in each dormitory where coffee, popcorn, etc. may be prepared conveniently and safely.

PETS

No pets of any type are allowed in any residence hall owned or operated by Centenary College or any place on College property.

QUIET HOURS

Men: Quiet hours are in effect Sunday through Thursday from 7:30 P.M. until 7:30 A.M.; on Friday and Saturday after 1:00 A.M. During quiet hours there is to be no loitering in the halls. Students are not to gather in individual rooms for conferences or "bull sessions." Radios and phonographs must be played at low volume. If a student continues to play his radio or phonograph so loudly that the Resident Assistant must call it to his attention, the student is subject to losing the privilege of having either in his room. The door to each room must be kept closed.

Women: The quiet hours listed below are to be "strict" quiet hours. There should be no disturbing noises during these hours; however, reasonable quiet should be kept at all times:

Sunday - Thursday:	Day	-	2:00 P.M. - 5:00 P.M.
	Night	-	8:00 P.M. - 9:00 A.M.
Friday - Saturday:	Day	-	None
	Night	-	Time of dormitory closing through 9:00 A.M.

*See Appendix B, pages for additional areas of conduct for which men and women resident students are subject to disciplinary action.

II

EXPECTATIONS OF CENTENARY COLLEGE FOR ITS ORGANIZATIONS

INTRODUCTION

The Faculty of Centenary College in collaboration with the affected organizations has adopted the following rules and regulations to define the privileges and limitations of organizations established on the campus. Any organization failing to abide by these regulations, either in letter or in spirit, will be subject to disciplinary action. The Student Faculty Discipline Committee shall have the power to decide when these regulations have been violated by a social organization, and to recommend to the President of the College appropriate penalties for organizations which violate them.

For the first offense against these regulations listed below organizations are subject to forfeiture of pledging, initiation, induction of members, or social privileges for one semester. During the semester immediately following the penalty period, the organizations will be on probation. A second offense during the probation period may result in an indefinite forfeiture of privileges; a majority vote of the Faculty will be required for the reinstatement of these privileges.

GENERAL REGULATIONS

MEMBERSHIP

Active membership shall be limited to full-time students matriculated in Centenary College.

ROSTER

A complete roster of membership, pledges, and officers must be filed in the Office of the Dean of Women in the fall, and this roster must be kept up to date by revisions including new pledges, initiates, transfers, dropped pledges and members as these changes occur.

FINANCES

Contracts and assumptions of financial obligations must be approved by an alumni or faculty representative approved by the administration.

SOCIAL REGULATIONS

USE OF FACILITIES

Arrangements for facilities, including the specific details must be made with the Director of Student Activities or person in charge of the facilities three days in advance of the date on which the event will be held. All activities should be placed on the college calendar as far ahead as possible to avoid conflicting dates and to receive maximum publicity.

OFFICIAL COLLEGE REPRESENTATION

At least one member of the Administration, Faculty, or Staff must be present at social functions given by or for College organizations.

ACCEPTANCE OF RESPONSIBILITY

A written acceptance of responsibility must be obtained from the official College representative in the form of his signature on the petition.

ENFORCEMENT OF RULES

The official College representative is responsible for the enforcement of the College rules.

The official College representative assumes the responsibility for being present throughout the function.

AUTHORIZATION

A social form must be filed with the Dean of Women three days prior to the social function.

PLACE

Each organization may select whatever site desired for social functions with the following provisions:

RESPONSIBILITY FOR CONDUCT

The host organization is responsible for the conduct of its members and guests at the particular function.

RESPONSIBILITY FOR DAMAGE

The host organization is responsible for any damage incurred as a result of actions by its members or guests. The College is not responsible for bills incurred by the organization, its members, or guests.

GUESTS

Non-student guests may be invited only by permission of the sponsoring organization. The organization assumes responsibility for the conduct of all guests. Generally, invitations to formal functions are by formal, specific invitations.

EXAMINATIONS

The week prior to final exams is "Dead Week". Planned student activities will be prohibited during this week. See pp. "Specific Areas of Conduct for Which Any Student Is Subject to Disciplinary Action" and "General Rules and Regulations."

III

PROCEDURES FOR ESTABLISHING AND MODIFYING EXPECTATIONS OF STUDENTS

INTRODUCTION

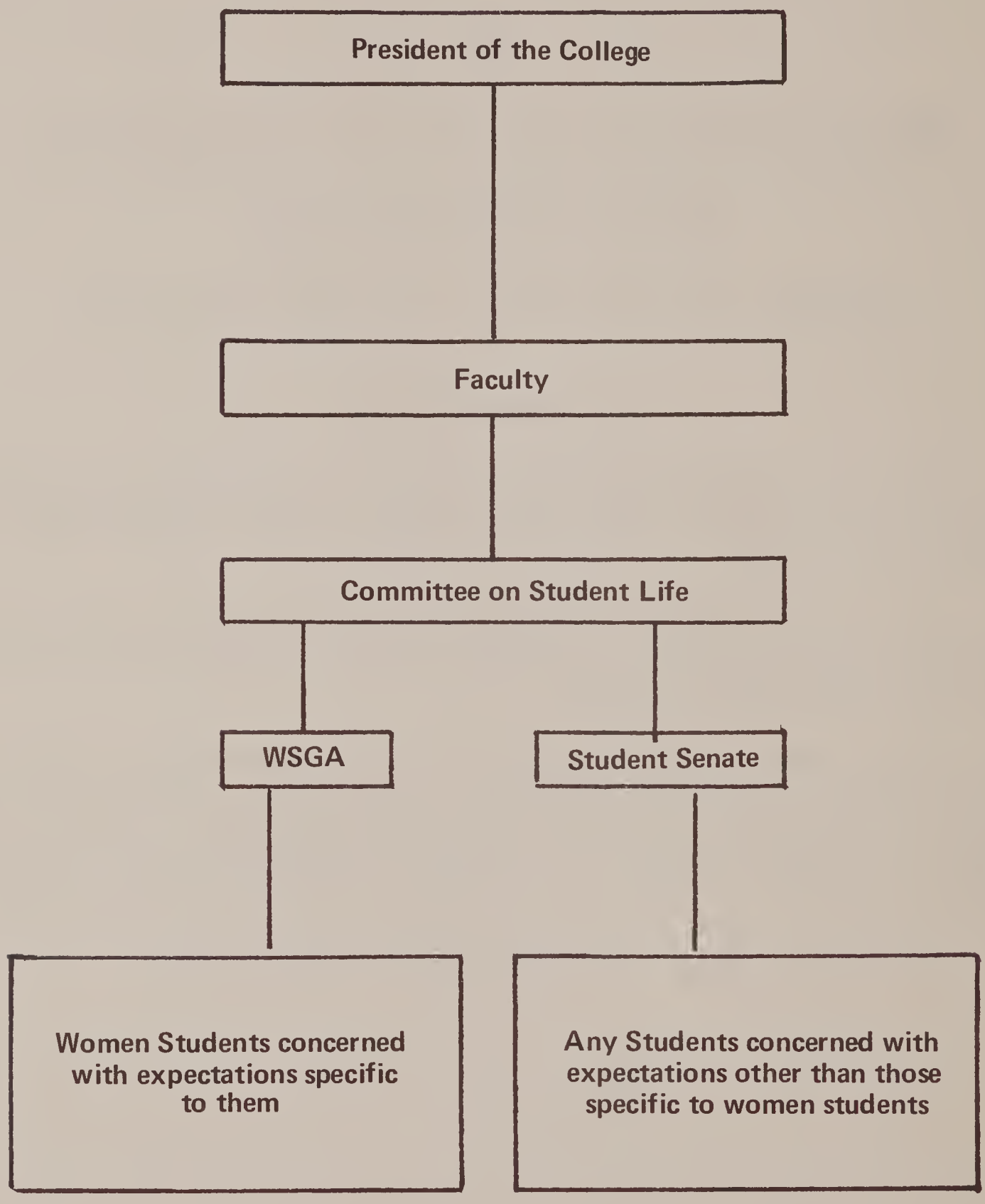
Centenary College has established a channel of communication through which students should proceed in order to either establish or modify the expectations the College holds for them.

This channel begins at two points: with women students concerned with expectations specific to them and with any students concerned with expectations other than those specific to women.

Where women's expectations are involved the channel proceeds through the Women's Student Government Association to the Committee on Student Life. The channel for expectations other than those relating specifically to women goes through the Student Senate to the Committee on Student Life. From this committee the channel continues through the Faculty to the President of the College.

The diagram on page depicts this channel of communication.

CHANNEL OF COMMUNICATIONS FOR ESTABLISHING OR MODIFYING EXPECTATIONS OF CENTENARY COLLEGE STUDENTS


President of the College
Faculty
Committee on Student Life
WSGA
Student Senate
Women Students concerned with expectations specific to them
Any Students concerned with expectations other than those specific to women students

ROLE OF THE WOMEN'S STUDENT GOVERNMENT ASSOCIATION (WSGA)

Any woman student who believes the expectations which Centenary College holds for her to be inadequate may approach the WSGA either in person or through a member of the WSGA, express her convictions, and if successful, engage the cooperation of the WSGA in presenting her aims to the Committee on Student Life.

Additionally, the WSGA may, without outside suggestion, bring to the Committee on Student Life such additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the WSGA and its procedures are stated in its constitution (See Appendix L, pp.).

ROLE OF THE STUDENT GOVERNMENT ASSOCIATION

Any student who believes the expectations which Centenary College holds for him (except those pertaining specifically to women students) to be inadequate may approach the Student Senate in person or through a senator and express his convictions. If successful, he may engage the cooperation of the Senate in presenting his aims to the Committee on Student Life. Additionally, the Student Senate may bring before the Committee on Student Life, without outside suggestion, such additions or modifications of Centenary College expectations as it may deem appropriate. Technical aspects of the Student Senate and its procedures are stated in its constitution and bylaws (See Appendix C, pp.).

ROLE OF THE COMMITTEE ON STUDENT LIFE

It is the role of the Committee on Student Life to receive all proposed additions and modifications to the expectations Centenary College holds for its students, to review the contents of these proposals, and to develop and present a recommendation to members of the Faculty for their decision.

The chairman of the Committee on Student Life is then responsible for communicating the decision of the Faculty to the President of the College for his decision. Technical aspects of the Committee on Student Life and its procedures are stated in its guidelines (See Appendix D, pp.).

ROLE OF THE FACULTY

The Faculty receives from the Committee on Student Life those proposals in need of Faculty consideration. It is the role of the members of the Faculty to approve or reject the contents of these proposals and to communicate both to the Student Senate and to the President of the College through the Committee on Student Life the Faculty decisions.

ROLE OF THE PRESIDENT

The President of the College, after a review of each proposal submitted to him, will make a decision regarding the acceptability of that proposal. Traditionally, the President does not establish rules and regulations governing student life on

campus. Rather he more often acts as a reviewing agent or authority, rarely using his veto power. He should, in this role, understand and interpret the points of view of students, Faculty, and Board of Trustees, and with sound counsel aid them in establishing and maintaining a program of student life that works for the benefit of the entire College community. His decisions are communicated to the chairman of the Committee on Student Life who will in turn notify all parties.

IV

PROCEDURES OF CENTENARY COLLEGE FOR INSURING DUE PROCESS

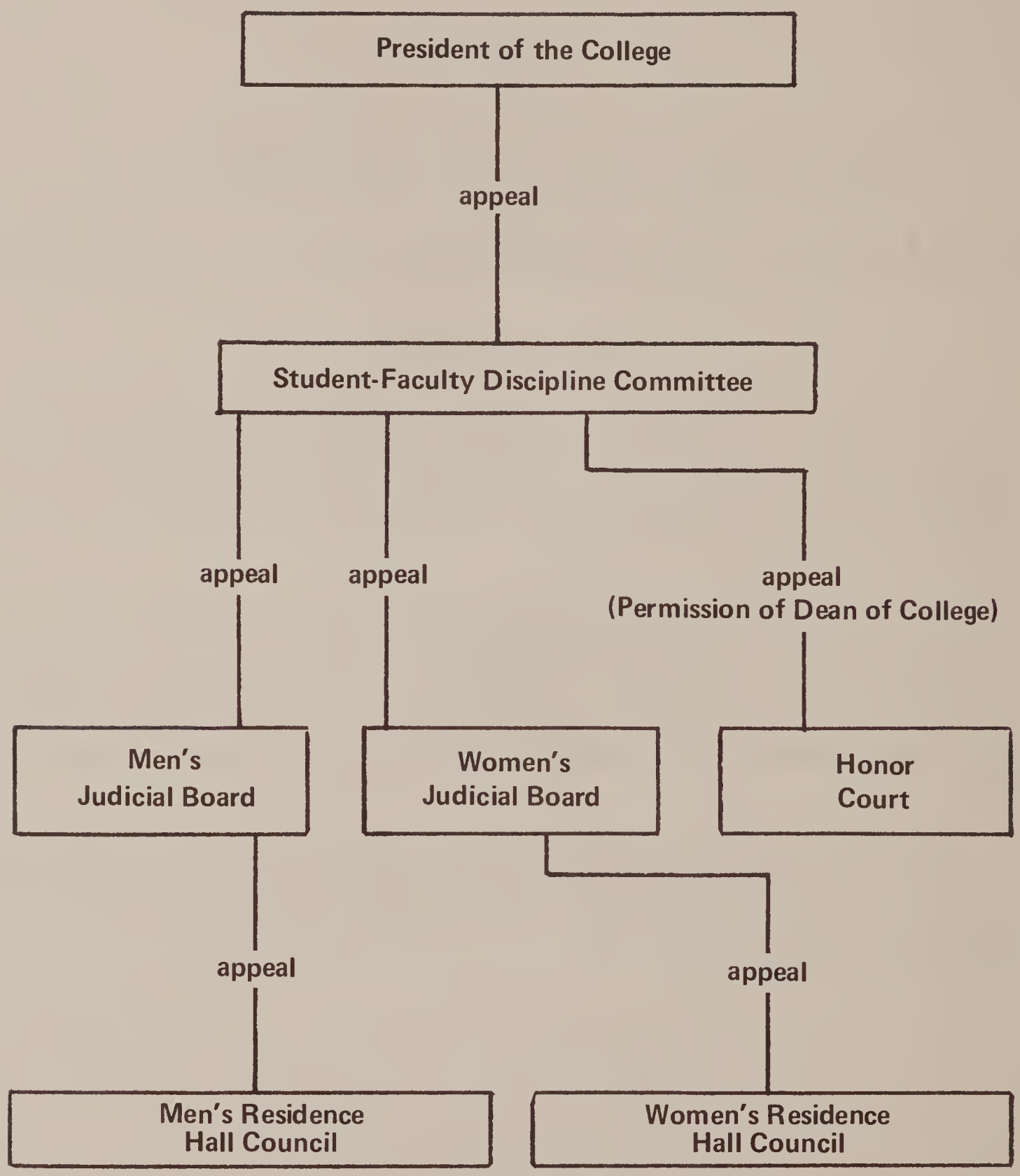
INTRODUCTION

Centenary College is dedicated to the proposition that personal responsibility is one of several characteristics necessary to a college learning experience. It is anticipated that the majority of its students, when told of the expectations of the College, will choose to abide by them. Inevitably, however, there will be those students who choose to do otherwise.

In order to insure that due process is afforded those who choose contrary to these expectations the College has established a judicial system the form of which is depicted in the chart on page. . Technical aspects of students' rights, freedoms, and responsibilities are covered in the statement by that name (See Appendix E, pp.). Also included in the appendix is a statement concerning the Ambudsman Act.

The Honor Court is responsible for hearing cases of suspected academic misconduct. Technical aspects of the Honor Court and its procedures are stated in its constitution (See Appendix F, pp. . For examples of violations of the Honor Code. See Appendix M. pp.).

JUDICIAL SYSTEM OF CENTENARY COLLEGE



ROLE OF MEN'S AND WOMEN'S RESIDENCE HALL COUNCILS

It is the responsibility of the Residence Hall Councils to hear and act upon all specific areas of conduct for which resident students may be subject to disciplinary action. These specific areas of conduct appear on page 17 and in Appendix B, pp. 57. Technical aspects of the Residence Hall Councils and their procedures are stated in their respective constitutions. (For the constitution of the Men's Residence Hall Council see Appendix G, pp. 79. For the constitution of the Women's Residence Hall Council see Appendix H, pp. 81). in the event that a student whose case was heard by his Residence Hall Council is dissatisfied with the decision of the Council, he may appeal the decision to the appropriate Judicial Board.

ROLE OF MEN'S AND WOMEN'S JUDICIAL BOARDS

These Judicial Boards are responsible for hearing and acting upon cases involving specific areas of conduct for which any student may be subject to disciplinary action and for hearing and acting upon appeals of cases heard by a Residence Hall Council. These specific areas of conduct appear on page 17. Technical aspects of the Men's and Women's Judicial Boards and their procedures are stated in their respective constitutions. (For the constitution of the Men's Judicial Board see Appendix I, pp. 88. For the constitution of the Women's Judicial Board, see Appendix J, pp. 89). In the event a student whose case was heard by a Judicial Board is dissatisfied with the decision of the Board he may appeal the decision to the Student-Faculty Discipline Committee.

ROLE OF THE STUDENT-FACULTY DISCIPLINE COMMITTEE

The duties of the Student-Faculty Discipline Committee include considering and deciding upon all cases of conduct the penalty for which may be suspension or explusion and upon appeals of cases heard by one of the Judicial Boards. These areas of conduct appear on page 17. Technical aspects of the Student-Faculty Discipline Committee and its procedures are stated in its Buidelines (See Appendix K, pp. 91). In the event that a student whose case was heard by the Student-Faculty Discipline Committee is dissatisfied with the decision of the Committee, he may appeal the decision of the President of the College.

ROLE OF THE PRESIDENT OF THE COLLEGE

The President is included in the due process procedure for students who have violated behavioral policies of the College. He is available as a "last" on-campus source of appeal from a decision or review of the Student-Faculty Discipline Committee.

Also inherent in the office of President is the obligation to take whatever measures that may be necessary to protect the well-being and integrity of the College and its members. Of course, this obligation is reserved for emergency circumstances only.

Nothing herein contained shall be regarded as detracting from the traditional plenary powers of the President of the College and, notwithstanding anything to the contrary herein contained, the President of the College may on his own initiative and at his own discretion immediately and without any procedural requirements whatsoever suspend or expel the student, or otherwise suspend or terminate his right to be present on the campus, or to attend classes. Such action is subject to review by the Student-Faculty Discipline Committee, but the status of the student pending final action shall remain that in which he has been placed by the President.

V

STUDENT SERVICES

BOOKSTORE

The Bookstore, located in the basement of Moore Student Center, has a variety of items ranging from textbooks to greeting cards. A varied selection of paperback books is available and any book in print may be special ordered.

CAMPUS ASSEMBLIES

The College has set aside Thursdays, 10:40–11:25 A.M. as a time for the entire campus community to gather for various purposes. On occasions these gatherings are academic convocations, such as the President's Convocation or Founder's Day. In other instances assemblies are led by the Student Senate. Most frequently, religious services and lectures are held at this time period. All students and staff are urged and invited to attend.

In order to preserve this time for a gathering of the whole campus community, both the Faculty and Student Senate have designated that no other meetings should be scheduled at this hour.

Concerts and lectures coordinated by the Committee on Campus Assemblies are held at other announced times.

CHAPLAIN OF THE COLLEGE

The Chaplain of the College, the Reverend Robert E. Taylor, serves as a clergyman to the campus community. He fills several of the pastoral roles of counseling, visitation in times of illness or other crisis, leadership in worship and various forms of religious education ministry. If a student or staff member desires a clergyman or worship service of his own religious tradition or denomination, the Chaplain will assist him in referral.

As a member of the Faculty he teaches several courses in the Department of Religion. He is in charge of the all-campus worship services on Sundays and Thursdays in Brown Memorial Chapel and is advisor to the Methodist Student Movement.

The Chaplain welcomes opportunities to know and visit with students and staff, especially in instances of particular problems. He is on call at any time of specific need and can be reached through his office (Room 121, Smith Building; phone 869-5281 or home 2628 Judith Place; phone 868-6237).

COUNSELING

ACADEMIC

The Dean of the College assists the student in the area of academic affairs. At the time of admission to the College, the student is assigned a Faculty Advisor who is either the chairman of the department of his major area or is a faculty member teaching within the department.

GRADUATION REQUIREMENTS

The Registrar is responsible for assisting the student with a degree plan during the first semester of the junior year and with graduation requirements.

PERSONAL

The Dean of Students and the Dean of Women are counselors to the students on any problem: personal, social, residence hall, or problems of a general nature.

A committee of Faculty and members of the Administration supervises the entire personal counseling program of the College. These persons have training and experience in this area. Many different types of assistance are available to Centenary students—individual counseling, group therapy, testing, and psychiatric care. Any student who wants or needs help should discuss this need with the Dean of Students or the Dean of Women. Students should not hesitate to seek help for any personal problem. All such matters are confidential.

DINING HALL

Centenary College has two student dining rooms and three private dining rooms. All dormitory students are required to eat meals in the College Dining Hall. ID cards are issued to indentify these students, who must present them to the cashier at each meal. They must also present them to the manager or any of the supervisors upon request at any time. These cards are not transferable.

There are no limitations as to the quantity of food students may have in the Dining Hall except on special nights such as "steak night". A special meal will be served weekly. No food is to be taken from the Dining Hall except as specifically authorized by a food service supervisor for that meal.

Dormitory residents are expected to conduct themsleves as ladies and gentlemen in the Dining Hall. Their manners, speech, and actions are to be above reproach.

Centenary students are expected to dress with discretion and in good taste at all times. The Student Senate has established the following guidelines: Bermuda-length shorts, cutoffs, pant-dresses, culottes, and slacks are acceptable at all meals except Sunday noon when traditional dress-up attire is required. Shirts and blouses may be worn in or out if they are neat and clean. Neither intramural athletes nor, any other students may wear gym shorts or athletic vest shirts to any meal. For the students own personal safety the College Requires all students to wear shoes in the Dining Hall. The Dining Hall supervisor on duty will have the responsibility for interpreting an individual's appearance.

DINING HALL HOURS OF SERVICE

	Monday – Saturday	Sunday
Breakfast	7:15 A.M. – 8:15 A.M.	
Coffee Hour	8: 15 A.M. – 9:15 A.M.	8:00 A.M. – 9:30 A.M.
Lunch	11:30 A.M. – 1:30 P.M.	11:30 A.M. – 1:30 P.M.
Dinner	5:00 P.M. – 6: 30 P.M.	

The College Faculty and staff are invited to use the facilities.

CHARGES

Breakfast	$ .75	Dinner	$1.25
Coffee Hour	.50	Sunday Dinner	1.25
Lunch	1.00	Children under 10 years of age (any meal)	.75

SPECIAL SERVICES

Working students or practice teachers who are unable to eat within the hours scheduled may make arrangements with the manager for a sack or box lunch. Special diet arrangements can be made with the Food Service Director for students with special dietary needs who are under the care of a physician.

In case of temporary illness involving missing a few meals, the nurse or residence hall director may authorize a friend to serve a tray to a student. This authorization must be presented to the manager or supervisor for each tray, and the person taking the meal to the residence hall is responsible for seeing that trays, flatware, china, etc. are returned.

Snacks for dormitory students during examination week are provided. These include tea, coffee, hot chocolate, fruit and cookies.

FINANCIAL AID AND PART – TIME EMPLOYMENT

Scholarships, grants, and educational loan funds are administered by the Director of Financial Aid, who is also in charge of administering the on-campus and off-campus employment program. Application forms and information concerning scholarships and financial aid may be obtained from the Office of Financial Aid, Room 119, Hamilton Hall. Veterans affairs are administered by this office also. Students seeking part-time employment, either on or off-campus, should file an application with the Office of Financial Aid.

The Anna Ruth Nuttall Small Loan Fund, a fund established by the family and friends of the late Dr. Anna Ruth Nuttall, Assistant Professor of Bible and English at the College from 1945 until her death in 1952, is available for students in most cases. Students should apply to the Dean of Students or the Dean of Women. Ordinarily, the amount loaned will be less than $25.00, although there are special provisions permitting College authorities to lend larger sums from the fund in emergency.

HEALTH SERVICES

All students, whether residing in residence halls or living in private homes are required to have a physical examination at the time the application for admission is filed. This service is performed by a physician of the student's choice. Full-time students are automatically insured, at no additional cost, against accident and accidental death. The insurance is in effect twenty-four hours each day for the nine months of the school year. Thus, the coverage includes such interim vacations as Christmas and Easter. Details of the Student Accident Insurance may be obtained from the Business Office. This insurance is available to individual students who request it at the student's own expense.

In case of illness, all expenses for prescriptions and drugs are borne by the individual student with the exception of those maintained in the infirmary for the treatment of common disorders. All expenses of the residence hall or office calls of a physician are borne by the individual student. The expense of illness of disease requiring hospitalization or emergency room treatment or the service of a specialist other than the college nurse in borne by the student. No nurse can diagnose illness or prescribe drugs. She will, however, help in any way legally possible. The Health

Service is designed to be of a special service to the student. The office of the nurse is located in the basement of Jackson Hall, Room 12. Office hours are from 8:00 A.M. until 3:00 P.M. Monday through Friday. If the nurse is called out of the office a note is posted on the door indicating when she will return.

WHAT TO DO WHEN ILL

If the illness occurs during office hours, go to the nurse's office. If you are unable to leave the residence hall, request the director of your residence hall or resident adviser or another student to contact the nurse, and she will come to the residence hall. If a physician is needed, the nurse will contact him for you or will assist in making arrangements to get you to his office or to the hospital.

If you have a local physician, register his name with the residence hall director. If you do not have a local physician, the College will contact one at your request.

If illness occurs at hours other than when the nurse is on duty, contact your residence hall director who will make the necessary arrangements to see a physician or to take the student to the hospital.

ABSENCES FROM CLASSES

Students at Centenary College are responsible for mastery of material presented in the class sessions of the courses in which they are registered. Members of Faculty are not expected to provide students who absent themselves from class without emergency reason with material (including examinations) covered in class. Faculty members are expected to inform the Dean of Students and the Dean of the College when students are absenting themselves from an excessive number of classes Within this framework of understanding, class attendance is not compulsory.

LIBRARY

The air conditioned Centenary Library offers a variety of modern facilities and services which make it the study center of the campus. The general book collection is arranged on open shelves according to the Dewey Decimal Classification System. The Pierce Cline Memorial Room houses the collection of Centenary and Louisiana materials and rare books. The total collection of over 100,000 volumes includes books and magazines for class work, personal research, and recreational reading.

Study tables, carrels, rooms for group and individual study, a music listening room, and a microfilm room are available for student and faculty use. The Library Art Gallery and the second floor lounge provide a quiet atmosphere for meeting friends and exchanging ideas. A copying machine is available for the reproduction of pages from books and magazines at a charge of ten cents per page. A trained library staff stands ready to assist with special research and book selection.

LIBRARY HOURS

Monday – Thursday	8:00 A.M. to 11:00 P.M.
Friday	8:00 A.M. to 4:00 P.M.
Saturday	1:00 P.M. to 5:00 P.M.
Sunday	2:00 P.M. to 10:00 P.M.

Telephone: 869-5170

The Library Handbook, "Keys to the Centenary College Library," provides a detailed guide to the facilities and services of the Library. Copies may be obtained at the Library Circulation Desk. The Library Bookmarks, also available at the Circulation Desk, describe the variations in Library hours for holiday and recess periods and give a directory guide to the Library.

LOST AND FOUND

If an item has been lost or found anywhere on campus, check with the Director of Student Activities in Moore Student Center. Positive indentification of all personal property is a good practice.

MAIL

Residence hall students recieve their mail at the residence hall in which they live. Off-campus students may request a mail box in the post office which is located in the College Bookstore. Faculty and other College personnel receive their mail in the College Post Office.

NEW STUDENT ORIENTATION

Orientation is required of all freshman and transfer students entering Centenary College for the first time. The orientation period begins August 26. During this time new students are introduced to the policies and services of the College New student orientation is under the direction of the Dean of the College.

PLACEMENT

The Placement Service for students seeking full-time employment is operated from two offices. Those students seeking full-time teaching positions should register with the Teacher Placement Service in Mickle Hall, Room 03. Those seeking placement in full-time non-teaching jobs should register with the Director of Student Activities in Moore Student Center.

RELIGIOUS ACTIVITIES AND ORGANIZATIONS

Centenary College carries on its work of higher education from the Christian perspective. The College is concerned that the student's religious faith be the foundation for all his development. Life is understood as the good creation of God and the study and stewardship of it as an expression of Christian love and discipleship. To emphasize this concern. participation in the religious organizations on the campus is encouraged.

WORSHIP AND THEOLOGICAL LECTURES

Opportunities for worship and theological lectures on an ecumenical and non-sectarian basis are offered to the campus.

Regular Sunday morning worship services are held in Brown Memorial Chapel at 11:00 A.M. These services are planned with the particular needs of a college campus in mind and frequently reflect experimental modes of worship.

On at least two Thursdays of the month at 10:40 A.M. in Brown Chapel there are religious services or theological lectures. Representatives of the major religious traditions officiate at various times. These services are designed to speak to the specific needs of the college campus in the 1970's

WILLSON LECTURES

The Willson Lectureship has been established on the Centenary campus by Mr. and Mrs. J.M. Willson of Floyada, Texas. This annual lectureship brings to the campus distinguished speakers in the fields of religion and higher education.

BAPTIST STUDENT UNION

The Baptist Student Union is located in the Baptist Student Center, 2907 Woodlawn, across the street from the Library. The Center is open from 8:00 A.M. until 9:00 P.M. on weekdays except Wednesdays when it closes at 5:00 P.M. A Fish Market Coffee House is held every Thursday at 6:30 and Bible study every Sunday at 4:30

CENTENARY JEWISH STUDENTS

Jewish students at Centenary College are cordially invited to attend services and participate in the life of local synagogues, Temple B'nai Zion (Reform) and Agudath Achim (Conservative).

CHRISTIAN SCIENTISTS

The Christian Science Organization holds weekly meetings in the Small Chapel. The organization affords the college community the opportunity of learning about Christian Science and helps meet the particular needs of Christian Scientists during their association with the College.

EPISCOPAL CANTERBURY ASSOCIATION

Canterbury is an organization of the Episcopal Church in the academic community for Faculty and students of The Episcopal Church. Canterbury at Centenary meets in The Cantervury House at 2703 Woodlawn. Regular meetings with supper are scheduled at 5:30 P.M. on Thursdays. The Holy Communion is celebrated at 6:00 P.M. on Feast and Holy Days and at 10:00 P.M. on Wednesdays in the Canterbury House. The Episcopal Chaplain to the College is in residence at the Canterbury House.

KAPPA CHI

The Chi Chapter of Kappa Chi meets regularly at Centenary. Kappa Chi is an interdenominational fraternity for persons planning to enter full-time Christian church-related vocations, whether they be in education, business, medicine, church music, any phase of missionary service, the clergy, etc. The chapter has programs on opportunities for occupations, the denominations, the changing church, and occasional social functions.

METHODIST STUDENT MOVEMENT

The Methodist Student Movement is the organized ministry of the United Methodist Church to the College campus. All students and staff are invited to participate. At Centenary, MSM carries on a program that centers around small dialogue groups and weekly large group meetings. The dialogue groups of eight to ten members, each meet in various places across the campus one hour a week. The weekly program meets at 5:00 on Thursday evenings in Smith Auditorium, beginning with supper. Films, speaker, panels on topics of interest to the campus and communities make up the content of the programs. MSM sponsors seminar groups

on theology and involvement groups that provide opportunity for campus and community service to those in special need. A project involving black high school students in currently sponsored. Additional features of the MSM program are the fall and spring semester retreats which afford a weekend of intensive education in Christian celebration and theology. The MSM office is in the Smith Building.

NEWMAN

Newman (though chartered as the Newman Club) is the name now associated with the communities of Catholics on non-Catholic college campuses; these communities are concerned to pursue the lay apostolate in religious education, spirituality, and social life, and are part of a national federation. At Centenary, the Catholic community has for several years met for Mass on Sundays (usually the Smith) Building Auditorium, at 10:30 A.M.; discussion, and on occasion, called meetings follow the Masses.

WESTMINISTER FELLOWSHIP

The Westminister Fellowship is the organization for Presbyterian students and all others who might be interested. The group meets on call.

SNACK BAR

The Snack Bar is located in Moore Student Center and offers fountain service sandwiches, beverages, and other snacks to all students, staff, faculty and guests. Hours of service are posted in the Moore Center.

TESTING

The Department of Education provides a testing service to all interested students to help clarify problem areas, determine special needs and vocational interests.

VI

STUDENT ORGANIZATIONS

HONOR SOCIETIES

ALPHA CHI

This is a national scholastic fraternity for upperclassmen and requires an overall average of 3.5 for membership.

ALPHA EPSILON DELTA

AED is an organization for pre-medical students. It has been established for the purpose of serving the pre-medical student and to offer recognition for superior achievement. The organization requires a minimum average of 3.0 in both sciences and overall. This is one of the highest honors to be achieved at Centenary.

ALPHA SIGMA PI.

This is an honorary organization for underclassmen who maintain an academic average of 3.5 or better at the end of the first semester in college

ETA SIGMA PHI

A national honorary classical fraternity, Epsilon Alpha chapter was established at Centenary in 1971. Founded in 1914 at the University of Chicago, the fraternity's primary purpose is to honor outstanding students of Greek or Latin.

LAMBDA IOTA TAU

Lambda Iota Tau is a national literary honor society.

MAROON JACKETS

Being elected a Maroon Jacket is one of the highest honors co-eds may receive. The membership is restricted to girls who have completed 78 hours or who will graduate the year following their election and who have an overall "B" average at the time of election. The Maroon Jackets act as official hostesses of the College.

OMICRON DELTA KAPPA

ODK is an honorary leadership fraternity for those who have shown leadership potential in various firlds of college activities. The fraternity attempts to be of maximum service to the institution.

SOPHOMORE SERVICE ORGANIZATION

This organization is composed of sophomores who, during their freshman year, demonstrated high achievement and made significant contributions to the extra-curricular life of the College.

WHO'S WHO

Each year a limited number of juniors and seniors are selected for the honor group known as Who's Who Among Students in American Colleges and Universities. This honor is based on leadership, academic quality, and contribution to College activities.

CLUBS

ALPHA PHI OMEGA

APO is a national service fraternity open to all college men. Its purpose is to develop leadership, promote friendship, provide service to humanity and to further the freedom that is our national, educational and intellectual heritage.

ALPHA SIGMA CHI

The membership of this club is restricted to those interested in chemistry and who have or propose to take 16 hours of chemistry. (Pre-medical students and chemistry majors qualify.)

AMERICAN GUILD OF ORGANISTS', CENTENARY CHAPTER

This is a professional organization for those studying or interested in the pipe organ.

"C" CLUB

The "C" Club is an honorary athletic group requiring each member to hold a letter in an intercollegiate sport.

CENCOE

This club is an honorary inter-sorority group whose membership is restricted to the members elected from the social sororities on campus.

CENTENARY COLLEGE BAND

Open to students of musical ability, the band presents regular concerts during the year as well as performing for home basketball games, dances, etc.

CENTENARY COLLEGE CHOIR

A very exclusive group of students selected by the director of the choir, maintains an enviable reputation among collegiate choral groups for its many concerts and performances.

CENTENARY MATH CLUB

This club is open to all students interested in mathematics.

CENTENARY YOUNG DEMOCRATS CLUB

This club is open to all interested students, especially those who are politically inclined as Democrats.

CENTENARY YOUNG REPUBLICANS CLUB

This club is open to all interested students, especially those politically inclined as Republicans.

COLLEGE WRITERS CLUB

The English Department sponsors the College Writers Club, which is affiliated with the Louisiana College Writers Association.

FOREIGN STUDENTS CLUB

This organization offers a fellowship of common interests for foreign students. It also provides American students an opportunity to be in contact with the foreign students to share their culture, ideas, etc.

FRENCH CLUB

The French Club is designed for those students who maintain a "B" average in French.

GERMAN CLUB

This club is open to those who are interested in speaking the German language more fluently.

KAPPA CHI

This is a non-denominational organization for all students interested in full-time religious vocations.

KAPPA LAMBDA

This organization is open to all persons who are taking Latin or who have had Latin on the college level. Its purpose is to develop an interest in the classics.

KAPPA PHI

A national art fraternity for those students majoring in art.

PHI BETA

Phi Beta is a professional sorority for women who are studying in the field of music or speech.

PHI SIGMA IOTA

Phi Sigma Iota is for foreign language students of junior and senior standing. These students must have a "B" average in both languages and overall.

PHYETTES

This group is affiliated with Alpha Phi Omega. The organization is open to all college women. Its purpose is service to the campus, community, and nation.

PHYSICAL EDUCATION MAJORS CLUB

This club is designed for those students majoring in Physical Education.

PHYSICS CLUB

This club is the student section of the American Institute of Physics for those students in the field of physics.

PSYCHOLOGY CLUB

This club is intended for those who plan a major in Psychology or for those who are interested in it. An average of "B" is required for membership.

RIVER TOWNE PLAYERS

The purpose of this organization is to recognize outstanding achievements in the fields of speech and theatre, to provide social activities for its members, and to make significant contributions in the field of educational theatre. To be eligible for membership a student must have participated in two productions of the department.

SAILING CLUB

This club provides an opportunity for persons interested in sailing to pursue this activity.

SIGMA GAMMA EPSILON

Sigma Gamma Epsilon is the geological fraternity open to students with ten hours and a 3.0 average in geology with a 2.0 overall average.

SIGMA TAU DELTA

Sigma Tau Delta is a club for those who maintain a "B" average and submit three original manuscripts as well. It publishes annually "Insights", a collection of student writing.

SPANISH CLUB

This organization meets the needs of those students who wish to become familiar with the spoken Spanish language. This club gives the student ample opportunity to speak the language.

STUDENT NATIONAL EDUCATION ASSOCIATION

The Student NEA is open to those students who plan to become teachers or to those who plan to major in education. The club is open to students of any classification.

S.L.T.A.

A progessional organization, S.L.T.A. is open to all students in the field of education.

W.S.G.A.

The Women's Student Government Association if open to all women students.

FRATERNITIES AND SORORITIES

ALPHA XI DELTA

Founded on April 17, 1893, at Lombard College, Galesburg, Illinois, this sorority installed the Beta Gamma Chapter on the Centenary campus in 1931. The pin is a golden quill, the flower is the pink Killarney rose and the colors are double blue and gold. The national project of Alpha Xi Delta is Howell House in Chicago, Illinois, which is the basis for the overall goal of prevention of juvenile delinquency and assistance to underprivileged children.

CHI OMEGA

Founded April 5, 1895, at the University of Arkansas, this sorority's colors are cardinal and straw and the flower is the white carnation. Iota Gamma was established on the Centenary campus in 1928. The national projects of Chi Omega are in the field of education with a National Achievement Award presented to women of distinguished service.

ZETA TAU ALPHA

Founded October 15, 1898, at Virginia State Normal College, Farmervill, Virginia, this sorority installed the Beta Iota Chapter on the Centenary campus in 1927. Its colors are steel gray and turquoise blue and the flower is the white violet. The vational project of the Zetas is assistance to and work with the National Society for Crippled Children and Adults.

KAPPA ALPHA

Kappa Alpha was founded at Washington and Lee in 1865 and was established at Centenary in 1891. Southern in its tradition of gentlemanly behavior and manly virtue, the Order molds itself after the noble characteristics of Robert E. Lee. Kappa Alpha at Centenary seeks to develop its members for leadership and excellence in their future professions and positions in life.

KAPPA SIGMA

Founded at the University of Virginia in 1869, this fraternity now has college chapters in Canada as well as the United States. Epsilon Chapter was established at Centenary in 1885. Its colors are scarlet and white, and its flower is the lily of the valley.

TAU KAPPA EPSILON

In January of 1962, the 200th chapter of TKE was chartered at Centenary. Tau Kappa Epsilon, which was founded in 1899 at Illinois Wesleyan University, is the largest college fraternity, with over 181,000 student members in over 300 campus chapters.

THETA CHI

Founded at Norwich University in 1856, this fraternity has 155 chapters and colonies in the United States and Canada. Although relatively new at Centenary, Theta Chi has firmly established itself in the Centenary fraternity system. The colors are red and white, and the flower is the read carnation.

ATHLETICS

Varsity athletics offer an outlet for expression of superior talent. There are varsity teams in basketball, baseball, golf and tennis. An extensive intramural program is available to all students and is sponsored by the Department of Health and Physical Education. The program is directed by the Intramural Councils of both men and women.

PUBLICATIONS

All student publication are supervised by the Publications Committee, a joint student-faculty committee. They are in charge of supervising the publications, and of choosing the editors and business managers of **The Centenary Conglomerate,** the student weekly newspaper, and the **Yoncopin,** the college annual.

OPEN EAR

Open Ear is an anonymous telephone service serving Shreveport-Bossier City area. It is patterned after the various "Hot Lines" in existence throughout the nation. The telephones are manned by non-professional volunteers, the majority of which are Centenary College Students. Anyone may call Open Ear between 8 and 12 p.m. Monday, Tuesday, Wednesday and 8 p.m. until 1 a.m., Thursday through Saturday.

Since its inception in February, 1971, many Centenary students have played a significant role in the success of this crisis intervention service. Both the Staff Aids and the College have benefitted from this unique program.

Plans are being made to expand the hours of operation. This will be done as soon as the staff aide labor force will enable Open Ear to provide continued quality to the citizens of the Shreveport-Bossier City area.

If you are interested in working with this organization, please call Mr. Charles E. Vetter at 869-5189

VII

STUDENT AWARDS

ALPHA CHI AWARD

Alpha Chi, the junior-senior scholastic fraternity, presents the Alpha Chi Award to the freshman who maintains the highest scholastic average during the school year. Selection is based on grades with consideration of the contribution the student has made to college life.

ALPHA EPSILON DELTA AWARD

Given each year to the initiate with the highest scholastic average among new members of the honorary pre-medical fraternity.

ALPHA SIGMA CHI AWARD

The Alpha Sigma Chi Award is made to recognize a graduating senior with a major in chemistry. To be eligible for the award the student must have at least a 3.0 grade point average in chemistry.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN AWARD

Two memberships are given yearly to two deserving young women.

AMERICAN GUILD OF ORGANISTS ANNUAL AWARD

The North Louisiana Chapter of the American Guild of Organists presents a cash award to that organ student who, in the eyes of the Award Committee, has made the most progress in the art of organ playing.

AMERICAN INSTITUTE OF CHEMISTS LOUISIANA CHAPTER

Award given to a graduating senior in the chemistry field

BONNEAU PETERS AWARD

This award is given to an outstanding member (usually a senior member) of the Alpha Iota Chapter, Kappa Alpha; based on character, service to the chapter, scholarship, leadership, and extra-curricular activities.

MABLE CAMPBELL AWARD FOR CREATIVE WRITING

A check for $25 is presented by the Alpha Xi Delta in memory of Mrs. Mabel Campbell, former Dean of Women and Professor of English. It goes to the student who has shown the most promise as a professional writer, based on publications in campus and commercial newspapers and periodicals and on written assignments performed in English classes. Selection is made by the Dean of the College, the Director of Publicity and a member of the English Department.

CENCOE AWARD

Cencoe, a group of sorority girls, recognizes the member of their organization who has contributed the most to it with the Cencoe Award, presented at the close of each school year. The name of the recipient is placed on a plaque kept by the sorority of which the girl is a member during the year following the presentation.

THE CHEMICAL RUBBER COMPANY AWARD IN FRESHMAN CHEMISTRY

This is given to the freshman who has the highest grade on a competitive examination in chemistry.

CHI OMEGA SOCIAL SCIENCE AWARD

An award of $25 is given by the Iota Gamma Chapter of Chi Omega to the outstanding woman majoring in the field of social sciences. She is chosen on the basis of scholarship and creditable achievements in her social science major. The selection is made by a committee consisting of faculty members in the division of social sciences.

CONGLOMERATE AWARD

This award is presented each year to two members of the staff of the newspaper in recognition of their outstanding contributions during the past year.

EDUCATION HALL OF FAME AWARD

This award is presented each year by the Education Department to the "Outstanding Young Teacher" in the graduating class. It consists of a medallion and name on a permanent plaque.

ENGLISH AWARD

(Mastery in English, Language, and Literature) This award is presented by the Louisiana Council of Teachers of English, and the State Department of Education to recognize excellence in preparation to become a teacher of English. A 3.5 overall scholastic average is required.

FRENCH AWARD

This award is presented to outstanding students in the field of the French language, second and third years. This award is given by the French Consul.

RUDOLPH GANZ AWARD

The presentation is made for excellence in piano performance.

GERMAN AWARD

This award is presented by the Consul of the Federal Republic of Germany in cooperation with the German faculty of the Department of foreign Languages to those students with the highest scholastic averages and demonstrated interest in the German language and culture.

JOHN A. HARDIN MEMORIAL AWARD IN MATHEMATICS

This award is presented to a senior student of advanced mathematics who not only has a high average in mathematics but has shown potentiality for creativity in the field. This award is a memorial to Dean Hardin to encourage scholarship.

MATHEMATICS AWARD

This is given to the freshman student with the highest scholastic average in the Mathematics Department. It is given to encourage achievement in mathematics.

NATIONAL METHODIST SCHOLARSHIPS

$250 per semester is given through the Board of Education of the United Methodist Church.

PANHELLENIC AWARD

This award is given to a member of a women's sorority. She is chosen first on the basis of scholarship and secondly on the basis of leadership.

PHI SIGMA IOTA AWARD

This award is presented to the members of Phi Sigma Iota with an overall "B" average, as well as "B" in Romance language.

PHYSICAL EDUCATION AWARD

This is presented to the person who has contributed most to the work and activity of the Physical Education Department.

THOMAS A. PITT MEMORIAL AWARD

This $50 award is given by the Program Council of the United Methodist Church to a full-time student of Centenary who has taken two semesters of Bible during the year in which the award is given. Applicants are required to write a paper in the field of religion. The major factor in the selection of the recipient is the quality of the articles.

READERS' THEATRE AWARD FOR OUTSTANDING ACHIEVEMENT

This award is given for excellence in scholastic work in interpretation classes, originality and versatility in performance. Participation in a minimum of three Readers' Theatre productions is required.

PEGGY ROUNTREE AWARD

Each year this award is presented by Chi Omega sorority to the senior member of the sorority who best exemplifies the character of the late Peggy Rountree. It is based on leadership, contribution to sorority life, scholastic ability, etc.

SIGMA GAMMA EPSILON AWARD

To a major in the field of geology, the Sigma Gamma Epsilon Society presents an award. Selection is made by a committee of three members of the Society and the head of the Geology Department.

SIGMA TAU DELTA AWARD

This award is a plaque given to the senior in the Humanities Division graduating with the highest average in all subjects. This student need not be a member of Sigma Tau Delta.

R. E. SMITH AWARD

Each year the R. E. Smith Award of $25 is granted to a student who has made a significant contribution in the area of religious activities in the College. The selec-

tion of the recipient of this award is made by a committee composed of the Dean of the College, the Dean of Students, the dean of Women and the Head of the Religion Department.

SOCIETY OF LOUISIANA PUBLIC ACCOUNTANTS

An award to the graduating senior majoring in Business in the field of accounting with the highest scholastic average.

STUDENT NATIONAL EDUCATION ASSOCIATION ACHIEVEMENT AWARD

The award is presented in order to recognize contribution to a professional organization. It is based on scholastic average and activity in the SNEA.

TAU KAPPA EPSILON AWARD

This award is given by the TKE fraternity to the individual fraternity member who has contributed most to the interfraternity relations. This award is presented annually to a member of a Greek fraternity other than TKE.

THETA CHI AWARD

A plaque is given to the fraternity with the highest overall average for the two preceding semesters.

WALL STREET JOURNAL AWARD

This award is presented by the Business Department to the outstanding business major who maintains an outstanding record in the field of business.

WOMEN'S STUDENT GOVERNMENT ASSOCIATION LEADERSHIP AWARD

Given by the WSGA to the woman who has shown outstanding leadership, character and has contributed most to Centenary.

YONCOPIN AWARD

This is presented each year to two members of the staff of the yearbook in recognition of their outstanding contributions during the year.

ZETA TAU ALPHA NATURAL SCIENCE AWARD

This is given to the senior girl majoring in the field of natural science who has the highest scholastic average in her courses in natural science. The average must be 2.0 or over.

VIII

APPENDIX

APPENDIX

A. Additional Residence Hall Regulations for Women

B. Additional Areas of Conduct for Men and Women Resident Students Are Subject to Disciplinary Action

C. Constitution and By-Laws of the Student Government Association

D. Guidelines of the Committee on Student Life

E. Statement of Student Rights, Freedoms, and Responsibilities, and the Ombudsman Act

F. Constitution of the Honor Court

G. Constitution of the Men's Residence Hall Council

H. Constitution of the Women's Hall Council

I. Constitution of the Men's Judicial Board

J. Constitution of the Women's Judicial Board

K. Guidelines of the Student-Faculty Discipline Committee

L. Constitution of the Women's Student Government Association.

M. Guidelines For The Honor System.

APPENDIX A

Additional Residence Hall Regulation for Women

DRESS AND CONDUCT

Dress and conduct should be in good taste at all times

REGISTER GUESTS

Overnight guests may stay in resident's room on Friday and Saturday nights only.

KITCHEN

All utensils must be cleaned and returned to the kitchen if borrowed.

HALLS

Residents are responsible for seeing that loose trash, coke bottles, and cigarette butts should be cleaned from the halls.

BLINDS

All blinds are to be closed after dark.

BACK DOORS

The back doors to the dorms will be locked after dark throughout the year. Any use of the doors after they are locked will set off an alarm.

APPENDIX B

Additional Areas of Conduct For Which
Men Resident Students Are Subject to Disciplinary Action

BAR BELLS

At no time are there to be bells or any weight-lifting equipment in the dormitory. There is a weight room in the gymnasium.

LOUNGE

The lounge may be used by all residents. Students are to dress in good taste while in the lounge area. Shirts should be worn in the lounge. Pajamas should not be worn in the lounge unless worn with a bathrobe. The television in the lounge is there for the student's pleasure and relaxation.

The sign-off schedule is:	Sunday through Thursday	10:30 P.M.
	Friday and Saturday	12:00 Midnight

When leaving the lounge, students should leave the area clean and neat.

MUSICAL INSTRUMENTS

The playing of musical instruments in the dormitory is forbidden, except with the express permission of the Faculty Resident.

ROOF AREA

The roof areas are off limits to all unauthorized persons.

Additional Areas of Conduct for Which
Women Resident Students Are Subject to Disciplinary Action

KEY PRIVILEGES

All upperclasswomen including second-semester freshmen may have key privileges. Second-semester freshmen must have parental permission.

SIGN OUT

Girls must sign out on the desk sheet upon leaving if they plan to return after safety check.

SAFETY CHECK

Resident hall closing hours for safety check are:

Sunday through Thursday —10:30 P.M.
Friday and Saturday — 1:00 A.M.

ATTENDANCE AT RESIDENCE HALL COUNCIL MEETINGS

An unexcused absence will remove members from the council and an election will be held to replace her.

PIANO AND TELEVISION

The piano may not be used during strict quiet hours. At no time may the piano be used for practice. The television may be used quietly. At all times thoughtfulness should be used in this area.

DATEROOMS AND LIVING ROOMS

Daterooms are used for visitors in residence halls. All doors to the rooms must be kept open. No food or drinks are allowed in the daterooms or living rooms.

APPENDIX C

Constitution and Bylaws of the Student Government Association

PREAMBLE: A student government association shall be established, whose purpose shall be to further the best interests of the Centenary Student Body.

Article I. The chief administrative/legislative powers of the SGA shall be vested in the Senate thereof, which body shall consist of:

A. Two representatives elected by each class, one male and one female.
B. One representative each from IFC and Panhellenic, and two independent representatives, one male and one female, elected by those students not affiliated with the Greek social organizations.
C. Officers, elected at large by the student body, as follows:
    1) A student body president, who shall preside over the Senate, and act as chief administrative officer of the student government.
    2) A vice-president, whose regular duties shall be to keep the records and serve as parliamentarian of the Senate.
    3) A treasurer, who shall present and administer the student government budget, under the auspices of the Senate.
D. The Senate's power to further the best interests of the Centenary Student Body shall include all means consistent with the limits of civil law,

the established regulations of the College, and this Constitution and its by-laws.

Article II. The standing committees of the SGA shall be:

A. A Student Activities Committee, which shall deal with matters pertaining to student social life, especially on the campus.
B. An Academic Affairs Committee, which shall deal with these matters pertaining to students' academic life.
C. An Ad Hoc Committee, which shall deal with other matters related to the students, but which lie outside the domain of any other SGA committees.

These committees shall operate as legislative and administrative bodies under the auspices of the Senate, and shall be responsible to it for their actions.

Article III. Eligibility.

A. All students paying a student activities fee, or otherwise defined as full-time students by the College, shall be members of the Associated Student Body and be eligible for the benefits of and participation in the SGA. Only these students will be eligible for positions in the SGA.
B. To be eligible for a position on the Senate of the SGA one must be qualified as above, and be in good standing with the College. The three officers will be students who, by the beginning of their next academic year, will be classified as juniors or seniors.

Article IV. The Judicial Branch

A. Student Responsibility.

Each student, upon matriculation at the College, assumes responsibility to abide by all the regulations established by the SGA and by the College

B. Judicial Power

While the power to suspend or expel is vested in the President of the College, and the Student-Faculty Discipline Committee, decisions to suspend or expel are normally made by the latter. In the absence of the President, the office of the Dean of Students may exercise his powers here temporarily, pending final action by the President and consonant with the provisions of this Constitution.

All judicial powers of the SGA shall be vested in the judicial branch, which shall be composed of:

1) Student-Faculty Discipline Committee.
2) Men's and Women's Judicial Boards.
3) Dormitory Councils.

C. Student-Faculty Discipline Committee.

The Student-Faculty Discipline Committee shall be such a committee as established by the Faculty Organization Committee until the faculty

shall no longer maintain such Committee at which time the Committee shall be organized as follows:

A Faculty chairman, appointed by the President of the College, who shall vote only in the case of a tie; five (5) faculty members, selected in accordance with faculty procedure, of whom three (3) shall be voting members and two (2) alternates; five (5) student members, selected in accordance with the SGA by-laws, of whom three (3) shall be voting members and two (2) alternates. New student members will be selected only in case of a vacancy on that committee. The Student-Faculty Discipline Committee shall have duties and powers as prescribed in its own constitution, which shall be reviewed by the outgoing elected council at the end of each academic year, and which are consonant with the provisions of this Constitution.

D. Men's and Women's Judicial Boards.

These boards shall be composed of seven (7) members each, selected in accordance with the SGA by-laws. Each Board shall have duties and powers as prescribed in its own constitution, which shall be reviewed by the outgoing elected council at the end of each academic year, and which are consonant with the provisions of this Constitution.

E. Dormitory Councils.

All dormitories shall establish dormitory councils for internal governance, whose composition and membership shall be left to the residents of the individual dormitories. These councils shall have the following duties and powers:

1) To determine appropriate jurisdiction in all cases brought before them, and to refer cases to the appropriate body of the SGA Judiciary.
2) To have original jurisdiction in all cases involving infractions of dormitory rules, unless said rules in themselves specity otherwise.
3) To impose any of the following penalties or combinations thereof:
   a) Minor warnings.
   b) Major warnings.
   c) Fines.
   d) Restriction of dormitory privileges.
   e) Other penalties, appropriate to minor infractions, up to, but not including, restrictions of campus privileges, social probation, suspension, or expulsion.
4) To adopt their own constitutions within the limits of this Constitution and the SGA by-laws

F. Judicial Procedure.

The judicial boards and Discipline Committee of the SGA judiciary shall:

1) Upon accepting jurisdiction of any case, consider that acceptance binding and the accused, therefore, liable only to those penalties residing within the jurisdiction of that body.

2) Before each case in heard, inform the accused of his rights during the hearing of his case.
3) Upon reaching a decision, inform the accused of his rights of appeal.
4) Admit and consider as evidence no information which is not relevant to the case under consideration.
5) With the exception of oral testimony, admit and consider as evidence no information which is not presented in writing to that body.
6) Condider all consultations and conversations between the accused and his faculty advisor in the case, or between the accused and, the administrative officer he selects to act in a counseling capacity to him in the case, to be privileged and therefore inadmissible as evidence in any given hearing, without the express permission of the accused.
7) Make available to the accused, in writing all charges and allegations brought against him, and allow him sufficient time to prepare a defense.
8) Admit but not consider any new evidence during the course of any given hearing, without the knowledge of the accused, and without allowing him sufficient time to prepare a defense.
9) Allow the accused to be present at all times during the proceedings of his hearing, except when reaching a verdict.
10) In the event the accused wishes to appeal his case, make available to him in writing, a complete and accurate record of the proceedings of his hearing within seven (7) days after reaching a decision. Such records shall include:
    a) statement of charges and allegations brought against him.
    b) written evidence presented during the course of the trial.
    c) a list of all witnesses presenting oral testimony during the course of the hearing with a brief statement identifying the area of testimony.
    d) a written statement of that body's decision.
11) Consider any failure by any judicial body to abide by Article IV, Section F of the Constitution to be a breach of due process, and as such, grounds for an appeal.
12) Appeals. A case may be appealed in the following sequence:
    a) Dormitory Council.
    b) The appropriate Judicial Board.
    c) Student—Faculty Discipline Committee.
    d) President of the College.

    The appeals body will determine if sufficient grounds for an appeal exist, consonant with the provisions of this Constitution, the SGA by-laws, and its own constitution, and rule accordingly. It may acquit or reduce the sentence, but may in no case increase the sentence.

G. Eligibility

To be a member of any judicial body, one must meet the requirements of eligibility of the elected council of SGA.

H. Referral of Violations.

1) Any member of the administration, faculty, or student body shall refer infractions of College regulations, SGA Statutes, or dormitory rules to the appropriate judicial body. This referral should be made as soon as possible.
2) In the event that a student who has violated a civil law is given the option by civil authorities of having his case handled by the College, and so chooses, the appropriate administrative officer shall decide what action shall be taken, If, however, such action results in the student's leaving school — through withdrawal, suspension, or expulsion — the Student-Faculty Discipline Committee shall review his case.
3) In the event of massive campus disturbances which include illegal occupation campus facilities, or violent activities such that injury to persons or damage to property seems imminent, the President of the College, acting in conjunction with the chairman of the Student-Faculty Discipline Committee, may take such temporary disciplinary actions as he deems necessary to the restoration of peace and tranquility. Final disposition of all such cases, however, shall rest with the SGA judiciary, as provided in this Constitution, its amendments, and its by-laws add statutes, and shall be heard by the appropriate judicial body as soon after the disruptive incident as possible. Decisions reached by the SGA judiciary in all such cases shall be considered binding in accordance with, and subject to, the limitations of this Constitution, its amendments, and its by-laws and statutes.

Article V. General Regulations.

A. Separation of powers.

No student may hold simultaneously more than one position on any of the following bodies, nor may he serve simultaneously on more than one of these bodies.

1) The elected council of the SGA.
2) A Judicial Board.
3) The Student-Faculty Discipline Committee.

B. Amendment Process.

1) A 2/3 vote of the elected council of SGA; or
2) A petition signed by 20% of the franchised students.

C. Impeachment Proceedings.

1) Members of the SGA, if placed on social probation are subject to removal from office by a 3/4 vote of the entire Council except,

where all activities of the SGA member have been restricted by the Men's or Women's Judicial Board or the Student-Faculty Discipline Committee, in which case the matter is not under Council jurisdiction.

2) Member of the SGA may be removed for neglect of office by a 3/4 vote of the entire Council. A written accusation of neglect of office signed by two members of SGA or by 10% of the full-time students will require the consideration of the Council at the next meeting.

D. Ratification of Future Constitutions.

This Constitution shall become the Constitution of the Student Body of Centenary College of Louisiana, superseding all pre-existing constitutions of all bodies of student government set forth herein, upon majority approval of the following:

1) The Student Senate.
2) The students voting in a special election.
3) The faculty members present and voting at a regular of called faculty meeting.

E. Duties, Powers, and Precedures.

Duties, powers, and procedures of all parts of the SGA, not specified in this Constitution, shall be established in the SGA by-laws. Passage or alteration of said by-laws shall require a vote of 2/3 of the members of the council present at a meeting at which quorum (1/2 of the elected council at a regular meeting) has been established.

F. Transition.

This Constitution becomes effective immediately upon ratification by the Faculty.

SENATE BY-LAWS – APPROVED 4/25/72

I. The Senate shall be governed by **Robert's Rules of Order** (revised edition).

II. The by-laws of the Senate may be suspended by a vote of 2/3 of the voting members present at any regularly scheduled meeting of the Senate, or by a vote of 2/3 of the total membership of the Senate at any specially called meeting for which at least two days notice has not been given.

III. The time for meetings will be decided by a majority vote of the Senate, at the beginning of the school year.

IV. Faculty members of the Senate are considered ex officio members without vote.

V. On assuming office, the Senate shall select two faculty representatives, request the faculty to elect another, and ask the President of the College to appoint a representative of his choice.

VI. At the end of the school year, the Senate records will be filed in the Senate office in the Student Center.

VII. Campus student activities may be publicized in the **Conglomerate,** by student announcement in chapel or assembly and by any other means not calculated to interrupt classroom activities or in any other way violate College regulations. No publicity of any sort may be placed in classrooms. All publicity, decorations, etc., used for a student activity in any campus facility must be removed within 24 hours after the termination of the activity.

VIII. Institution of new organizations (excluding social fraternities):

A. Petition with 25 signatures shall be filed with the vice-president of the Senate. The petition shall be filed after the first organizational meeting, when officers have been elected, with a proposed constitution.

B. All petitioners must be regularly enrolled students at the College. At least 10 shall be active members of the organization.

C. Constitution must be approved by a majority vote and passed on to the Committee on Student Life and the Faculty.

IX. Each standing committee of the Senate will submit a committee report to the vice-president of the Senate two days prior to any action or proposal of legislation by that committee.

X. Chairmen of the standing committees of the Senate shall be required to attend regularly scheduled meetings. Their attendance is subject to the same rules governing Senators.

XI. When possible, the Senate will hold luncheons with the Board of Trustees' Committee on Student Life to discuss campus action.

XII. No Senator shall be absent from more than two meetings during the semester. On the third one, the Senator is dropped from the roll. The only exception being a credited class meeting or illness, in which case the Senator is responsible for sending a proxy without vote.

XIII. Campus election results will be submitted to the vice-president by the elections committee chairman. They will be filed in the Senate files.

XIV. The records of the Senate shall be available, upon request, to any member of the faculty, student body, or administration, but only in the presence of one or more of the elected Senate members.

XV. The members of the Men's and Women's Judicial Boards shall be selected as follows: In case of a vacancy, nominations shall be taken from the floor of the Senate. The representatives shall be voted on by the Senate.

XVI. Provisions governing the Treasurer:

A. Have access to all financial records of any organization which requests or receives funds from SGA.

B. Propose a budget to the Senate as soon as ready, at the beginning of the semester.

C. Submit at the end of his term of office to the incoming Senate, a complete analysis, audited by the Comptroller, of all financial proceedings during his term of office.

XVII. Provisions governing all officers of the SGA: Assume all other powers and responsibilities pertaining to his office.

XVIII. The sub-committees of the standing committees of the Senate shall be (in addition to the ones used in the Constitution): Volunteer Service, Student Recruiting, and Forums.

XIX. The Treasurer shall be given the sum of $100.00 per semester while in office.

PROCEDURE FOR ELECTIONS

I. Election will be set by the Elections Committee on a convenient date.

II. The campus will be notified one month in advance in the **Conglomerate** of Senate originated elections. Qualifications for office will be publicized and the Elections Committee will verify a candidate's eligibility for office.

III. Petitions for Senate candidacy include forty signatures of full-time students from his respective class or a petition of eighty names if he is running for an executive office (people from any class may sign petitions for executive offices). The petitions, along with a platform and certification of grade point by the registrar must be turned into the chairman of the Elections Committee no later than 4:30 p.m. ten days prior to the election. A picture may be turned in with the above if the candidate wants his picture in the **Conglomerate.**

Petitions will not be required in Centenary Gent and Lady or Homecoming Queen elections. Gent and Lady are nominated at large by the student body and candidates for Homecoming Queen are nominated by the members of the basketball team.

IV. A meeting will be announced by the chairman of the Elections Committee to be held with the candidates to decide upon campaign procedures. The Elections Committee will announce at this time the day on which publicity may be posted. Places in/on which campaign publicity may be posted are the dorms (inside and outside), Mickle Hall, Jackson Hall, and the outside of the cafeteria. No campaigning, verbal or otherwise, may be done within the building while the voting takes place. Each candidate is responsible for the material presented in this meeting.

V. Any person desiring to run as a write-in candidate must meet the requirements of the position he is seeking and follow the same campaign procedures and rules established in the meetings of candidates. However, his name will not appear on the ballot.

VI. All publicity must be removed within 24 hours after the closing of the polls in any election. A candidate is responsible for any and all literature on his behalf and any and all campaigning on his behalf.

VII. Any person desiring to contest an election must do so to the Vice-President or to the Chairman of the Elections Committee within ten days after the election. Reasons must be stated, and in the event that these reasons are found sound by a 2/3 vote of the Elections Committee, measures will be taken to correct the situation.

VIII. Failure to comply with the established campaign regualtions may result in disqualification of a candidate by a 2/3 vote of the Elections Committee.

IX. Only students paying student activities may vote in Senate elections. All Centenary students may vote in other campus elections.

X. On the first balloting in Senate elections the ballots will be placed in order of number of votes received. If no candidate has a majority then the top candidates placed in order of votes received are added together until a majority is reached. Those top candidates will be placed on the second ballot. On the second ballot preferential voting will be used in order to determine the winner.

XI. Elections for the posts of the Sophomore, Junior, and Senior Senators will be held in the Spring semester of each year as announced by the Senate. Those persons elected shall assume their posts before the end of that semester, to remain in office until the next such election. Election of Freshmen Senators will be held in the fall semester of each year, at a time announced by the Senate.

XII. In case of a vacated office, a special election will be called.

APPENDIX D
COMMITTEE ON STUDENT LIFE

PURPOSES AND RESPONSIBILITIES

1. It is the function of the Committee on Student Life to be concerned with the development of a student activities program, its philosophies and objectives. This committee encourages the several student government groups to assume a leadership role in defining standards of conduct on the campus, in College-sponsored off-campus activities, and in the community. The committee encourages the several student groups to assume the responsibility for formulating policies concerning student government, citizenship, and recreational activities, including those of sororities and fraternities.

2. All matters that affect student life (e.g., housing, recreation, health) and that are not academic or in the province of other committees are the responsibility of this committee and should be referred to it for consideration and referral to the Faculty at its regularly scheduled meetings. Such matters may originate from any individual, group, or organization, including the Faculty and the Student Senate. This committee is the norman channel for the Student Senate to approach the Faculty on student activites.

3. The Faculty members of the committee shall select the nominees for **Who's Who among Students in American Colleges and Universities,** and shall determine the winners of the Ellis H. Brown Leadership Award.

4. After approval of a new student organization by the Student Senate, this committee will either reject the petition or approve it for presentation to the Faculty for final action.

5. This committee, upon recommendation of the Student Senate, may take action upon organizations that have become inactive.

6. This committee develops guidelines for the control of the official College calendar, including a charge to the person who keeps the calendar to decide within those guidelines which events may pre-empt times, dates, and places.

7. Any disciplinary function arising out of policies in the purview of this committee is the responsibility of the Discipline Committee. (by Faculty Action, Oct. 22, 1971)

8. The Student Life Committee selects editors and paid staff for **The Conglomerate** and **The Yoncopin,** advises their publications staff, and develops policy statements for these and any other student publications, including criteria for performance of staff duties.

COMPOSITION OF COMMITTEE

There are four faculty members with one as chairman, five student members including the president, the vice-president, and two senators from SGA, and one student appointed by the President of the College; one member from the Board of Trustees; and the President and the Dean of the College, **ex-officio.** The Dean of Students and the Dean of Women are non-voting advisers to the Committee. Whenever the Committee deals with student publications matters, the editors of **The Conglomerate** and **The Yoncopin** and the Director of Public Information become advisers without vote on the committee.

PROCEDURAL RULES

1. The committee shall have a minimum of one meeting per semester.

2. The chairman shall call meetings of the committee on his own initiative or at the request of any member of the committee. If possible, a list of matters to be considered shall be sent to the members of the committee at least three days prior to the meeting.

3. The Student Senate refers matters to this committee, and then the committee may change them or accept them, or decline to pass them on to the Faculty.

4. Without referring to the Faculty, the committee may act on matters which do not affect or conflict with Faculty or College policy or rules.

5. Near the end of the academic year the committee selects those editors and staff members who receive compensation for the coming year's **Conglomerate** and **Yoncopin.**

6. Policy statements for student publications exist in the minutes of the Committee, and the Committee is responsible for seeing that the statements are disseminated and followed.

APPENDIX E
STATEMENT OF STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES (WITH MINOR CHANGES FOR THE PARTICULAR SITUATION AT CENTENARY)

Centenary College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity

for critical judgment and to engage in a sustained and independent search for truth. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conductive to the freedom to learn is shared by all members of the academic community.

The guidelines which follow are expressions of attitudes only and should be understood in the context of the whole educational mission of the College, including as relevant its educational activities and practices that pertain outside as well as within the classroom. They should be interpreted in such a manner as to give full consideration to the rights and concerns of all segments of the academic community, rather than to concede absolute autonomy to the student sector, when matters of proper concern to the academic community as a whole are involved.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, Centenary College is open to all students who are qualified according to its admission standards. The facilities and services of the College are open to all of its enrolled students.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on the basis of academics and not on opinions or conduct in matters unrelated to academic standards.

A. PROTECTION OF FREEDOM OF EXPRESSION: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the context of any course of study for which they are enrolled.

B. PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION: Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. PROTECTION AGAINST IMPROPER DISCLOSURE Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. STUDENT RECORDS

Transcripts of academic records should contain only information about the academic status of the student and such action by the College, as suspension or expulsion for academic or disciplinary reasons which affects the student's eligibility to register at the College. Information from counseling or disciplin-

ary files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Administrative staff and faculty should respect confidential information about students which they acquire in the course of their work.

IV. STUDENT ACTIVITIES

In student activities, certain standards must be maintained if the freedom of students is to be preserved.

A. FREEDOM OF ASSOCIATION: Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join those organizations which promote these interests.

1. The membership policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional approval.

3. Faculty advisers are required and each organization is free to choose its own adviser. Faculty advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

B. FREEDOM OF INQUIRY AND EXPRESSION:

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and should be free to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students should be allowed in invite and hear any person of their choosing, in keeping with the educational objectives of the College. Those routine procedures required by the College before a guest speaker is invited to appear on campus should be designed only to insure that there is an orderly scheduling of facilities and adequate preparation for the event, and that the occasion is con-

ducted in a manner appropriate to an academic community. The College control of campus facilities should not be used as a device of censorship. It should provide for and make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval of , endorsement of, or agreement with the views expressed, either by the individual, sponsoring group, or institution.

C. STUDENT PARTICIPATION IN COLLEGE GOVERNMENT: As members of the academic community, students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students should have representation on all College committees except Administrative Committees and Faculty Personnel Committee. The actions of the student government within the areas of its jurisdiction should be reviewed through orderly and prescribed procedures.

D. STUDENT PUBLICATIONS: Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the College authorities and of formulating student opinion on various issues on the campus and the world at large.

Centenary College, as publisher of the student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the College must provide sufficient editorial freedom and financial autonomy for the student publication to maintain its integrity of purpose as a vehicle for free inquiry and free expression in the academic community.

The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the conons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harrassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance copy approval, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal. The Student Publications Committee is responsible for the appointment of editors and managers and should be the agency responsible for their removal.

3. All College published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College or the student body at large.

V. OFF-CAMPUS FREEDOM OF STUDENTS

A. EXERCISE OF RIGHTS OF CITIZENSHIP: College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedoms of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

Faculty and administrative officials should insure that College powers are not employed to inhibit such intellectual and personal development to students as is often promoted by their exercise of the rights of citizenship bothe on and off campus.

B. COLLEGE AUTHORITY AND CIVIL PENALTIES: Activities of students may upon occasion result in violation of law. In such cases, College officials should apprise students of sources of legal counsel and may offer other assistances. Students who violate the law may incur penalties prescribed by civil authorities and while College authority should not be used merely to duplicate the function of general laws, College action shall not be precluded merely because the student has violated the civil statute. Only where the College interests as an academic community are distinct and clearly involved should the special approval of the College be asserted. The student who incidentally violates College reputations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. College action should be independent of community pressure.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

In developing responsible student conduct, disciplinary proceedings play a substantial role secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the student and through the regulation for the use of College facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper precedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdictions of student judicial bodies, the disciplinary responsibilities of College officials and the regular disciplinary procedures, including the student's right to appeal a decision are clearly formulated and appear in this publication. Minor penalties may be assessed informally under prescribed procedures.

A. STANDARDS OF CONDUCT EXPECTED OF STUDENTS: The College has an obligation to clarify those standards of behavior

which it considers essential to its educational mission and its community life. These general behavorial expectations and the resultant specific regulations should represent a reasonable regulation of student conduct but the student should be as free as possible from imposed limitation that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through the student handbook and College catalogue.

B. INVESTIGATION OF STUDENT CONDUCT:

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained from the Dean of Students. The search application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the College, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of College regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by College representatives to coerce admissions of guilt or information about conduct of other suspected persons.

OMBUDSMAN ACT

This college has an Ombudsman system, operated through the Student Government Association. Students may, upon their request, or upon the request of an administrative official, have one of these Ombudsmen present as a witness to the proceedings between them and any member of the Administration. This protects both sides from later misrepresentation.

STRUCTURE

There will be 4 ombudsmen and 4 alternates. All will serve in equal capacities with the only differentation that the first 4 will be the members of the SGA Executive Council elected by the students, with the exception of the first vice president. The others will be appointed by the first vice-president of the S.G.A. and spproved by the Senate, and should have as little connection as possible with the SGA.

DUTIES AND POWERS

An ombudsman will be present at any meeting concerning judicial cases between students and a college administrator upon request of either the student or the administrator.

An ombudsman will investigate any complaints concerning college administrators or faculty members acting outside their jurisdiction or overstepping their powers.

An ombudsman will investigate all cases concerning possible infringement upon a student's rights and freedoms as stated in the Handbook.

He shall publish his findings in the Conglomerate. He shall not publicize any confidential details of a specific case without the written approval of the persons involved in it. However, a general summary of every case must be so published. Any administrative official or faculty member involved in a violation of student rights as found by an ombudsman will be given the opportunity to publish a statement of defense in the Conglomerate at the same time the report of the ombudsman appears.

APPENDIX F
HONOR COURT CONSTITUTION

ARTICLE I: HONOR CODE

Each student who enrolls in Centenary College day classes during the regular academic year becomes a part of the Centenary Honor System and is responsible to the Honor Code in both day and night classes. Thus, he becomes a member of the college community.

The Honor Code of Centenary College is founded on the idea that honor is that intangible quality which, if it pervades all phases of campus life, will tend to foster a spirit of dignity and personal integrity. Inherent in this system must be the premise that students will not tolerate a violation of the Honor Code. With such a goal, the the Honor System is established with the realization that honor must be fostered and not forced, and with the awareness that it will be successful only through the combined and cooperative efforts of faculty, administration and students.

ARTICLE II: GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

SECTION ONE. CHEATING ON TESTS AND EXAMINATIONS
Cheating on tests and examinations is defined as:

1. Using notes, the textbook, or reference material during a test or examination, unless students are specifically authorized to do so by the teacher of the class.
2. Looking on the test paper of another student in the class.
3. Giving or receiving aid vergally or in writing.

SECTION TWO. CHEATING ON PAPERS

1. Plagiarism is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;
2. Papers may not be proofread by anyone other than the author;
3. Papers may not be corrected by any typist other than the author;
4. No student may submit any work which he (or another student) has submitted for credit in any other course without the permission of the second instructor.

SECTION THREE. FAILURE TO ADHERE TO SPECIFIC REQUIREMENT OF PROFESSORS

Students are responsible for finding out a professor's requirements for papers, written homework, lab reports, and tutoring as he relates them to the Honor Court. Failure to adhere to these requirements is a violation of the Honor Code.

Clarification and exceptions:

1. On papers professors may:
   a. Grant that a paper be proofread by others;
   b. Prescribe limitations on the sources to be used;
   c. Make special stipulation concerning crediting of sources;
   d. Grant permission to any student to submit any work which he or another student has submitted for credit in any other course.
2. Written homework and laboratory reports:
   a. Students may work together, provided that each member of the group understands the work being done, and the instructor has authorized this procedure.
   b. All data must be reported by the student as observed in his experiment.
   c. Professors may:
      (1) Require that all or part of the assignment be done by each student individually;
      (2) Require that secondary sources consulted be credited.
3. Tutoring:
   Students must find out from a professor what kind of help may be received from a tutor on assigned work.

SECTION FOUR. FAILURE TO APPEAR

If the accused, or a called witness, fails to appear, or fails to submit an adequate excuse to the Court, he shall receive an Honor Court conviction.

ARTICLE III: PROCEDURE FOR EXAMINATIONS AND PAPERS

Suggestions by the Honor Court to alleviate suspicion of Honor Code violations:

1. Every effort should be made by the student to place himself in the classroom seating arrangement so as to minimize the suspicion of a violation;
2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam materials shall be within view;
3. Students should check with professors concerning any questions about papers

ARTICLE IV: FACULTY RESPONSIBILITIES

SECTION ONE. Each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarism, and other violations of the Honor Code to a member of the Court rather than handling the case and penalty personally.

SECTION TWO. Faculty members shall abide by the decision of the court in grading the student suspected of the violation.

SECTION THREE. Members of the faculty who teach in the Evening Division will inform day students in any Evening Division class that these students shall abide by the Honor Code in night classes.

SECTION FOUR. Faculty members shall explain all requirements for take-home tests.

ARTICLE V: ADDITIONAL FACULTY PARTICIPATION

A faculty member is urged to do the following:

1. Inform his students of regulations that apply to academic integrity in his course, and to make clear to what extent collabrative work or the exchange of aid and information (studying together, tutoring, proof-reading of papers) is acceptable to him;
2. Constructively admonish a student who feels is drifting into questionable practices in order to improve the student's understanding of his intellectual responsibility;
3. Explain directions on examinations and inform students of his whereabouts during an examination should questions arise;
4. Instruct students to write and sign the honor pledge on each test and each piece of work that is to be done independently;
5. Impress upon students their responsibility to report all suspected instances of cheating, plagiarism, or other violations of both the Honor Code and his own class regulations.

ARTICLE VI: THE PLEDGE

Students are required to write the following pledge at the end of any examination or piece of independent work;

"I have neither given nor received unacknowledged aid on this examination (paper), nor have I seen anyone else do so." If the student has received aid or has suspicion of a violation of the Honor Code, the following clause is to be added to the pledge: "....except as I shall report immediately to a member of the Honor Court." The complete pledge will be written out in hand by the student, and should never be written until the test or paper has been completed for submission to the professor or student. Any violation shall be reported immediately to a member of the Honor Court.

ARTICLE VII: REPORTING OFFENDERS OF THE HONOR CODE

Any suspected Honor Code violation shall be reported immediately. Reports of violation of the Honor Code shall be made to any member of the Honor Court, or to the Honor Court through campus mail. All written communication must be signed, but the identity of the reporting student shall be known only to the members of the Honor Court. This Court shall be pledged not to divulge this information.

ARTICLE VIII: HEARINGS

The Honor Court shall hold a hearing within three class days of the receipt of a communication reporting a violation of the Honor Code, provided that a quorum can be convened and the student is enrolled at the time of the hearings. If these conditions do not obtain, the hearing must be conducted at the earliest possible time thereafter. The student should be able to attend hearings. The student becomes liable to the Honor System upon being readmitted to the College.

All hearings shall be closed. In order to protect the indentity of the reporting student, the accuser and the accused should be called a separate times.

Except under very exceptional circumstances decisions on cases of violations of the Honor Code shall be handed down within five days of the reporting date.

Students and faculty members shall appear on request at Honor Court hearings.

Findings of the Honor Court shall be published; however, in such reports of findings, facts shall be omitted which would lead to the identification of the principals involved.

A quorum in the Honor Court shall be four members. The votes of four of the members of the Honor Court in favor of conviction shall be necessary for the conviction of an accused student.

ARTICLE IX: PENALTIES

After hearings the Honor Court shall return a verdict of "guilty" or "Not guilty" and shall assess penalties for Honor Code offenses as follows:

A. For a conviction on the first offense, the Honor Court shall have the power to impose a penalty of conviction without additional penalty, "F" in the work, an "F" in the course, suspension for semester, or expulsion. On the first offense, Honor Court decisions of suspension or expulsion shall be recommended to the Dean of the College for final action.

B. Conviction on the second offense imposes an automatic penalty of expulsion.

ARTICLE X: APPEAL PROCEDURE

Appeal from conviction of an honor code offense shall be made to the Dean of the College by presenting to him the reasons in writing for requesting reconsideration of the case. If the Dean considers the request justified, the case will then be heard by the joint Student-Faculty Discipline Committee, and their decision will be final.

ARTICLE XI: ORGANIZATION OF THE COURT

SECTION ONE. COMPOSITION

The Honor Court shall consist of five members and two alternate members nominated by the faculty and student body.

SECTION TWO. SELECTION

Near the end of the spring semester of each year, nominations shall be made by the

student body and the faculty to fill any vacancies in the Honor Court. The Court shall then choose sufficient names from the list to fill vacancies on the Court. The new Court shall assume its duties upon election. In the event that vacancies on the Court should develop at a time other than the end of the school year, the vacancies shall be filled by the alternate members. Vacancies in alternate positions shall be filled at the discretion of the Court.

SECTION THREE. QUALIFICATIONS

The members of the Honor Court shall:

1. Be of junior or senior standing in Centenary College at the end of the semester during which the office is to be assumed;
2. Be enrolled in at least their second semester at Centenary College;
3. Not hold one of the five executive offices of the Student Government Association, membership on a judicial board, of membership on the Student-Faculty Discipline Committee;
4. Have a grade point average of 2.5 or above at the time of election.

SECTION FOUR. TERM OF OFFICE

Terms of members of the Honor Court shall be from the time of selection until graduation or withdrawal from the College.

SECTION FIVE. OFFICERS OF THE HONOR COURT AND DUTIES

1. CHIEF JUSTICE. The office of Chief Justice shall be elected from the members of the Court before the end of the spring semester of each year. The term of office of the Chief Justice shall be one year. He may, however, succeed himself. The Chief Justice shall have overall supervision of the work of the Court. It shall be his duty to call sessions of Court as the need arises and to preside over the sessions.
2. ASSOCIATE JUSTICE. The Associate Justice shall be elected at the same time from the membership of the Court. He shall serve in the place of the Chief Justice in the event of the absence or inability to serve of the Chief Justice. In case of a vacancy in the office of Chief Justice, the Court may at its discretion elect a new Chief Justice or elevate and replace the Associate Justice.
3. CLERK. The Court shall at the same time select form its membership a court clerk who shall be responsible for maintaining the necessary records of the sessions. In the absence of the duly elected Clerk, the Chief Justice shall appoint one of the members of the Court to serve in that capacity.
4. The Honor Court shall select annually two members of the Centenary College regular day Faculty to serve as Faculty advisers. These advisers shall have no power other than to advise on request of the Chief Justice. They shall serve also as liaison with the Faculty members who might be involved in any case.

ARTICLE XII: ORIENTATION PROCEDURES OF THE HONOR SYSTEM

SECTION ONE. Responsibility for conducting all phases of Honor System orientation shall rest upon the current Honor Court.

SECTION TWO. PRESENTATION TO FACULTY

1. At the Pre-Registration Conference of each new schoolyear, the Faculty shall be briefed on the Honor System by the current Chief Justice of the Honor Court, or a representative of that body, given constitutions, and made aware of their serveral areas of responsibility
2. The responsibilities and suggestions to the Faculty shall be stressed as being a part of the Constitution (see Articles IV and V).

SECTION THREE. PRESENTATION TO NEW STUDENTS

The current Honor Court shall be responsible for making available an explanation of the purposes and operations of the Honor System of the College to all new students; however, it is the student's responsibility to familiarize himself with the Honor System.

SECTION FOUR. PRESENTATION TO THE STUDENT BODY

An assembly each semester is to be devoted to impressing upon the student body the pruposes and mechanics of the Honor System.

SECTION FIVE. THE SIGNING OF THE CODE CARD AT REGISTRATION

As a part of the registration procedure, each student will sign a statement agreeing to abide by the Honor Code of the College, which will be included on the general registration form.

ARTICLE XIII: AMENDMENTS

SECTION ONE. PROPOSAL

Amendments to this constitution may be submitted by the Honor Court to the Student Government Association for ratification. Suggestions for amendments may be submitted to the Honor Court.

SECTION TWO. APPROVAL

1. Amendments proposed by the Honor Court shall be submitted to the Student Government Association for approval. A two-thirds vote of the Association is necessary for submission to the Faculty and student body for ratification;
2. Amendments must be approved by the faculty;
3. Amendments must then be voted on at a general student body election as soon as possible. Amendments must receive the approval of two-thirds of the student body voting in the general election to become a part of this constitution.

APPENDIX G
MEN'S RESIDENCE HALL COUNCIL CONSTITUTION

ARTICLE I: MEMBERS

SECTION ONE. Each Dormitory Council shall consist of seven regular members: two seniors, two juniors, two sophomores, and one member at large.

SECTION TWO. Two freshmen members will be elected for the second semester only

SECTION THREE. The upperclass members of the Council shall serve from the September following their election until the end of that academic year.

SECTION FOUR. The Faculty Resident of each dormitory shall function as chairman of the Council, but he shall have no vote.

SECTION FIVE. The newly elected Council shall sit in on all meetings of the Council during the last month of the academic year, but shall only function as observers and have no vote.

ARTICLE II: QUALIFICATIONS OF MEMBERS

SECTION ONE. No member shall be on any type of probation from the College.

SECTION TWO. Each member must reside in the dormitory in which he is serving.

ARTICLE III: ELECTIONS

SECTION ONE. The Dormitory Council shall nominate candidates from each class for the next year. It shall nominate four men from each class of which two will be elected.

SECTION TWO. The dormitory students shall then vote, every man voting for two people from each class. The seventh member of the Council shall be elected by a separate ballot after all class positions have been filled.

SECTION THREE. The freshmen members will be elected from four nominated by the Dormitory Council and from nominations from the floor at a dormitory meeting called by the Dormitory Council. This meeting shall take place between Thanksgiving and Christmas vacations.

SECTION FOUR. To be elected, a candidate, with the exception of the member at large, must be voted for by a majority of the appropriate people voting. In the case that only one candidate receives a majority, the persons receiving the second and third largest number of votes shall appear on a run-off ballot. In case that no one is elected, the top four candidates shall appear on a run-off ballot.

SECTION FIVE. Elections will be held at least one month prior to the end of the academic year, but after the Student Senate elections. The newly elected candidates shall "sit in on" the remaining meetings of the Council for that year. This newly elected Council shall assume power at the beginning of the following academic year.

SECTION SIX. An election is to be called by the Dormitory Council to fill any vacancies which might arise.

SECTION SEVEN. Elections will be held at a dormitory meeting called by the Dormitory Council. Nominations will be accepted from the floor.

ARTICLE IV: MEETINGS

SECTION ONE. Meetings of the Dormitory Council shall be held weekly. The Council shall decide a specific time and place to hold regular meetings.

SECTION TWO. In the event that the Faculty Resident cannot attend a meeting, he shall appoint a Council member to take his place as chairman. This member shall retain his regular voting privileges.

SECTION THREE. If a member shall miss more than two meetings per semester with unexcused absence, he shall be replaced by a called election called by the Dormitory Council as provided for above. The Council chairman shall issue excused absences.

ARTICLE V: DUTIES

SECTION ONE. The Dormitory Council shall hear and act upon all violations of dormitory rules not coming under the jurisdiction of the Honor Court or Student-Faculty Discipline Committee.

SECTION TWO. The Head Resident Adviser shall be responsible for submitting a written copy of all decisions of the Council to the Dean of Students

SECTION THREE. It shall be the responsibility of each dormitory resident to report all violations of dormitory rules to any member of the Dormitory Council. Considering such reports, the Dormitory Council shall issue warnings and set penalties short of social probation. It may recommend social probation to the dean of Students for cases it has heard.

SECTION FOUR. All appeals to warnings shall be brought before the Dormitory Council.

SECTION FIVE. Appeals to decisions handed down by the Dormitory Council may be made to the Judicial Board.

SECTION SIX. The Council shall have the power to make new dormitory rules by a two-thirds vote of the Council and approval of the Dean of Students and other dormitory councils.

SECTION SEVEN. A simple majority of the Dormitory Council shall have the power to set up social functions.

ARTICLE VI: AMENDMENTS

SECTION ONE. This constitution may be amended at any meeting of the Men's

Dormitory Council by a two-thirds vote of the members of the Council. The amendment must also be passed by two-thirds vote of the voting men residents at a dormitory meeting. The amendment must then be approved by the Dean of Students and the other dormitory council/s.

SECTION TWO: Amendments to the constitution may be proposed by the Dormitory Council or by the proposal, in writing, signed by twenty-five members of the dormitory.

APPENDIX H
CONSTITUTION OF THE WOMEN'S RESIDENCE HALL COUNCIL

ARTICLE I

We believe that the Women's Student Government Association will develop a sense of truth, honor, consideration for others, personal responsibility, and reliability. These are the bases of strong Christian character. They are the ideals of Centenary College. Students are expected at all times to adhere to standards of public and private behavior which will avoid unfavorable reflection on themselves and the College or any disturbance to the student body or community. To further these ideals, the faculty agrees to give the Women's Student Government Association the authority to control all matters concerning the conduct of resident women students except the following:

A. Strictly academic matters
B. Social events and entertainments
C. Household management of the building
D. Health and safety of students
E. Use of property, equipment, and grounds

ARTICLE II

The Student-Faculty Discipline Committee reserves the power to suspend or expel students or to act in cases of serious violation of College regulations or standards of conduct. The W.S.G.A. Dormitory Council shall refer serious cases of discipline to the W.S.G.A. Judicial Board or to the Dean of Women, and the Dean of Women will present them to the Discipline Committee.

ARTICLE III

The Women's Student Government Association accepts the responsibility of enforcing such College regulations as pertain particularly to women in residence halls.

ARTICLE IV

All legislation or amendments of the Constitution enacted by the Women's Student Government Association shall be communicated in writing to the Dean of Women. They shall not go into effect until she has reported to the Association that they are approved by the Administration.

All phases of the women's student government function under the advice and consent of the Dean of Women. Matters of a grave nature are automatically referred to the W.S.G.A. Judicial Board or the Dean of Women. Please refer to Article I for areas of control.

Each woman student is responsible for the regulations and policies enumerated, the executive and judicial responsibility resting in the W.S.G.A. Dormitory Council. In addition, each woman and the Council are responsible for the spirit of the understanding regarding suitable conduct whether a specific rule is enumerated or not.

The decision for action to be taken regarding the conduct of women residing in dormitories will be made by the W.S.G.A. Dormitory Council, but will be subject to appeal to the Judicial Board and the Dean of Women. The authority of the Council must be respected and supported by all women students if they hope to discharge the responsibility they have accepted for governing themselves.

POLICIES

SECTION ONE. Room changes may be made by a student within the first three weeks of the fall semester and within the first two weeks of the spring semester with the approval of the housemother and agreement of all students involved. After this time, requests for changes must be approved by the Dean of Women.

SECTION TWO. Women having completed within two semester hours of the standard requirements may have the privileges of the next classifications.

SECTION THREE. Living room, date room, and patio facilities should be used with care and good taste. Women and their dates may use the kitchen in James Dormitory with the permission of the Housemother and if the hostess takes full responsibility for its use and appearance.

SECTION FOUR. Women will be held responsible for facilities that they damage or break in the residence halls or patio areas.

SECTION FIVE. The Dress and conduct of women will be in good taste at all times.

SECTION SIX. As a courtesy, women should notify the Housemother when they plan to spend the night in another suite of their own dormitory.

SECTION SEVEN. Radios and phonographs may be used in accordance with Section Two, C, 1 under rules.

SECTION EIGHT. Pets are not allowed in the residence halls.

SECTION NINE. Permission from the house mother must be obtained in order to bring meals from the cafeteria to a dormitory resident. Dishes should be immediately returned to the cafeteria.

SECTION TEN. Decals must not be placed on doors or anywhere except mirrors.

SECTION ELEVEN. No item is to be hung on light fixtures or thermostats.

SECTION TWELVE. Dormitory residents are asked to park their cars in Lot 1 behind the tennis courts.

RULES

SECTION ONE. PENALTIES

A. Major-minor System. An accumulation of five (5) minors or three (3) majors will result in a campus penalty on the weekend.

A campus consists of a stated Friday or Saturday night from 8:00 p.m. through 8:00 a.m. the following morning in the residents room with no visitors except her roommate and her suitemates. If any person other than a roommate is in the room during campus, the campused woman will be campused again the following Friday night, as the case may be. A "Campus" sign will be hung on the door to indicate that she is campused and can receive no visitors. Each class representative on the dorm council shall be responsible for checking to see that campus penalties are enforced among the members of her own class. If, for some reason, a woman cannot take her campus on the assigned date, she may change the campus to the next weekend but must include both the Friday and Saturday nights. A campus imposed for special violations shall not cancel an accumulation of lesser penalties however, a campus imposed for an accumulation of lesser penalties shall cancel all penalties.

B. PENALTIES SHALL BE:

1. Reported by any resident of the dormitories or the staff.
2. Given to the secretary of the residence hall who shall submit them for approval at the next meeting of the W.S.G.A. Dormitory Council.
3. Issued in written form by the secretary and distributed by the council members to the girls who earned the penalties.
4. Recorded and kept for a year by the secretary.
5. Sent to the Dean of Women if they result in a campus penalty

C. A student may come before the Dormitory Council to present her views. She may appeal her penalty before the Dormitory Council, and if still not satisfied she may appeal the decision to the W.S.G.S. Judicial Board.

D. Penalties shall not be carried over from one semester to the next except for those received the week before and during final examinations.

E. Any quiet hour penalty that is issued to a resident during final examination or dead week will be immediately referred to the Council.

F. SOCIAL PROBATION: In cases brought to the Women's Judicial Board, this board may place a student on Social Probation. The restrictions of social probation are determined by the board and vary according to the circumstances of the individual case. Should the student at any time during the period of probation violate the conditions as set up, they are in line for suspension.

SECTION TWO. HOURS:

A. RESIDENCE CLOSING HOURS FOR SAFETY CHECK ARE:

Monday through Thursday — 10:30 P.M.
Friday and Saturday — 1:00 A.M.
Sunday — 10:30 P.M.

Freshmen may have sign-out permission until 12:00 P.M. Monday through Thursday.

Upper classwomen (including 2nd semester freshmen with parental permission) have key privileges.

PENALTIES

1 through 5 minutes late . . . . . 1 minor
6 through 10 minutes late . . . . . 2 minors
11 through 15 minutes late. . . . . 3 minors
After 16 minutes late . . . . . a campus

At the discretion of the Housemother, the Dean of Women shall be notified and she will place a telephone call to the woman's parents; A student should notify the Housemother if she is unavoidably detained; however, the matter may be brought before the Council for decision.

B. SPECIAL PERMISSIONS:

1. Late permission is granted by the Dean of Women's office for girls not having key privileges.
2. Closing hour for all classification for the night before a holiday shall be 12:00 p.m. This does not include days during examination week.
3. On the night that graduation exercises are held the dormitories will close at 12:00 midnight for all classifications.

C. QUIET HOURS:

1. The quiet hours listed below are to be "strict" quiet hours. There should be no disturbing noises during these hours; however, reasonable quiet should be kept at all times:

Sunday through Thursday
Day: 2:00 p.m. — 5: p.m.
Night: 8:00 p.m. — 9: p.m.
Friday through Saturday
Day: None
Night: Time of dormitory closing through 9:00 a.m.

2. Oral warning must be given before a penalty is turned in to the Council and must be given by the same person that turns in the penalty.

PENALTIES:

Major for hours listed

Minor for hours not listed (reasonable quiet hours)
When a penalty is issued against a resident, the date and hour must be listed on the notive given to the secretary.
Failure to observe a "do not disturb" sign (Major)

SECTION THREE. VISITING

A. GENERAL PERMISSION: The Dean of Women shall send to each parent or guardian a form on which they may indicate the type of permission they wish the woman to have (pertains only to first-semester freshmen only). Failure to return the form will make it necessary for a student to obtain written permission from home for every out-of-town, every overnight, and every special event during the week that she wishes to use until the form is filed with the Dean of Women.

Second semester freshmen are granted key privileges with written consent of parents.

B. SPECIAL PERMISSION: If desired, special visiting permission not covered in the general form may be secured by written request from parents and sent directly to the Dean of Women.

C. WEEKENDS: The weekend officially begins after the completion of the student's last class of the week and ends before her first class Monday morning except when dormitory meetings are held, then the weekend will be considered to end at 10:30 p.m. Sunday night.

1. All dormitory meetings must be attended. (Major)

D. OVERNIGHT VISITS DURING THE WEEK (Monday-Thursday):

When leaving the Dormitory, the student shall sign out on the WSGA Privilege Card and sign in again immediately upon return.

E. OVERNIGHT VISITS IN RESIDENCE HALLS ARE TO BE MADE DURING WEEKENDS ONLY.

1. Each guest will assume responsibility for keeping all rules of the dormitory and will receive her own penalties with the exception of a non-residnet of the dormitories. The hostess should inform her guest of dormitory rules and shall receive penalties issued for the actions of a non-resident visitor.

2. Guest Cards
   a. A residence hall woman must
      1) sign out of her dormitory on a WSGA privilege card and sign it immediately upon return.
      2) sign in to the visited dormitory on a Guest Card and sign out when the visit ends.
      3) may not sign out of the visited dormitory for occasions requiring a WSGA Privilege Card as she must sign out for such events from her own dormitory.
      4) must abide by the rules of her own dormitory.

   b. For a non-residence hall woman:
      1) Her hostess must prepare a card and have it approved before closing hours of the visiting night.

2) She must sign this card when she concludes her visit indicating departure time.
3) Any parent of a residence hall student may stay in the dormitory guest rooms for a fee of $4.00 for one person and $6.00 for two person. No adult is allowed to visit in a student's room overnight. Reservations may be made with the Housemother through the Dean of Women's office.

F. VISITS IN THE DORMITORY DURING THE DAY OR EVENING: See E, 1.

G. Men are allowed in the resident hall and areas where visitation is permitted during the following hours: (All Classifications)

Each day 3 – 5 p.m.
Friday and Saturday until 10 p.m.

Visitation procedures are posted in all dorm areas.

Men guests behind swinging doors are required to observe the regulations related to visitation.

H. Residence Hall women must abide by residence hall rules of their own dormitory when visiting another residence hall.

SECTION FOUR. REGISTRATION

A. Each woman must register for herself only. If a change in registration is necessary, the woman must return the sign-out properly, which includes approval of the card by the Housemother, or must call the Housemother or Resident Adviser on duty to request the changes. Each woman must sign in immediately upon return. (Major) Telephone calls must be the exception and not the regular method of changing registration.

B. W.S.G.A. Privilege Cards are used by all dorm residents when:

1. leaving the Shreveport Metropolitan area at any time. (Major)
2. spending a night or weekend away from the dormitory.

C. W.S.G.A. Privilege Cards are used at any time a girl wished to leave information concerning her destination.

D. Guest cards are used for overnight visitors in the dormitory. (see IV, E for procedure)

SECTION FIVE. SAFETY CHECK

A. Upperclasswomen are proctors. Their duty shall be to conduct a safety check in each room at the listed hour to see that each woman is safely in the dormitory and in her room or otherwise accounted for. The check shall be made each night promptly at:

10:30 p.m. – Sunday through Thursday
1:05 a.m. – Saturday morning
1:05 a.m. – Sunday morning

All students shall be in their own rooms promptly at the times listed above and stay there until the check is completed unless she has properly signed out. A list of those students for whom the proctor is responsible shall be made available for her and she shall check off each name as she sees each woman, marking those not present with the word, "out". She shall sign this list and immediately present it to the vice president (or her designee), who, with the proctor, shall take any steps necessary to assure the safety of any woman whose name is not checked off the list. All safety forms shall be signed by the vice president or her designee and filed with the Housemother before 11:00 p.m. each week night and within 20 minutes after the beginning of safety check on other nights. Any woman entering the dormitory after the hours shown above must sign the desk safety check list as she enters.

B. Freshmen shall have desk duty Sunday - Thursday from 10:30 - 12:00 p.m. at the front desk.

C. PENALTIES: (Failure to proctor may be reported by any resident)

Failure to proctor correctly. (Major)
Failure to be in one's room. (Major)
Failure to sign desk proctor sheet. (Major)
Failure to report for desk duty. (Major)

SECTION SIX. DORMITORY MEETINGS

A. All residents must attend dormitory meetings or secure permission to be absent from the president or vice president of the Council before the designated time for the meeting. Failure to attend. (Major)

B. Dormitories will be closed at 10:30 p.m. on the nights dormitory meetings are held. The weekend concludes at 10:30 p.m. on the Sunday that dormitory meetings are held.

SECTION SEVEN. DORMITORY FACILITIES IN THE RESIDENCE AREAS

A. PIANO AND TELEVISION. The piano may not be used during strict quiet hours. At no time may the piano be used for practice. The television may be used quietly. A courtesy warning should be issued.
Also see Section Seven under Policies.

B. PATIO. Quiet hours must be observed on the patio. (Major) This area also must be kept clean like other residence areas. (Minor) Chairs may not be removed from the patio.

C. KITCHEN. All utensils must be cleaned and returned to the kitchen if borrowed. (Minor)

D. DATEROOMS AND LIVING ROOMS

1. Date rooms may be used any time when men are allowed in the residence halls. All doors in the rooms must be kept open when men are being entertained.
2. No food or drinks are allowed in the daterooms or livingrooms.

APPENDIX I
CONSTITUTION OF THE MEN'S JUDICIAL BOARD

ARTICLE I: MEMBERS

SECTION ONE. The Men's Judicial Board shall be composed of seven members, two representatives from each men's residence hall and three from among those men not residing in the residence halls.

SECTION TWO. The Board shall elect a chairman from among its members. The Chairman shall vote only to break a tie.

ARTICLE II: QUALIFICATIONS OF MEMBERS

SECTION ONE. Members shall be male, full-time, upperclass students at Centenary College of Louisiana.

SECTION TWO. They shall not be members of a Residence Hall Council while serving on the Board.

SECTION THREE. They shall have, at election and during time of membership, a cumulative average of 2.0 and not be on social probation.

SECTION FOUR. They must possess the characteristics of honesty, integrity, objectivity, and courage of decision, and must have the respect of the Student Body.

ARTICLE III: DUTIES AND POWERS

SECTION ONE. The Board shall have the power to hear and act on all cases involving infractions of the rules and policies governing men students (except residence hall rules) not coming under the jurisdiction of the Honor Court and/or the Student-Faculty Discipline Committee, except as provided for in Article III, Section Two.

SECTION TWO. It shall hear and act on all cases involving infractions of residence hall rules and policies referred to it by a Men's Residence Hall Council appealed to it by a male residence hall student.

SECTION THREE. The power to act on cases shall include the power to impose any penalties short of suspension or explusion from the College, and also include the power to recommend suspension or expulsion to the Student-Faculty Discipline Committee.

SECTION FOUR. In case of an appeal by a student of a ruling by a Men's Residence Hall Council, the Board may uphold or decrease the penalty imposed by the Residence Hall Council, but in no case may increase it, except as provided in Article III, Section Six. A student may request the opportunity to appeal a ruling of the Board to the Student-Faculty Discipline Committee. Such a request shall be made to the Dean of Students. If the Dean considers the request justified, the case will then be heard by the Committee and its decision will be final.

SECTION FIVE. The Board shall have the power to expel from its membership any members of the Board for any reason it deems justifiable. A majority vote is necessary for expulsion.

SECTION SIX. The Judicial Board shall review any decision of the Residence Hall Council referred to it by the Dean of Students. A decision in a case under this provision may involve an increase in penalty.

ARTICLE IV: ELECTIONS

SECTION ONE. Each Board shall nominate candidates for the next Board, six from non-resident students and four from each residence hall. Provision shall be made on ballots for write-in candidates.

SECTION TWO. To be elected a candidate must be voted for by a majority of the appropriate men voting. In the case that only one candidate receives a majority, the persons receiving the second and third largest number of votes shall appear on a run-off ballot. In the case that no one is elected, the top four candidates shall appear on a run-off ballot.

SECTION THREE. Resident students shall vote for representatives from their respective residence halls. Non-resident students shall vote for non-resident representatives.

SECTION FOUR. The Board shall be elected concurrently with the Student Senate elections, to serve for the following academic year. A newly elected Board shall sit in on meetings of the out-going Board for the remainder of the current academic year.

SECTION FIVE. An election by the appropriate group of men students is to be called by the Board to fill any vacancies which might arise.

ARTICLE V:

SECTION ONE. The Board shall meet on the call of the chairman.

ARTICLE VI: AMENDMENTS

SECTION ONE. This Constitution may be amended at any meeting of the Board by a two-thirds vote of the Board membership. The amendment takes effect only after being approved by a majority of the men students voting in a general election and after approved by the Dean of Students.

APPENDIX J
CONSTITUTION OF THE WOMEN'S JUDICIAL BOARD

ARTICLE I: MEMBERS

SECTION ONE. The Women's Judicial Board shall be composed of seven members.

SECTION TWO. The Board shall elect a chairman from among its members. The chairman shall vote on all matters and serve as presiding officer.

ARTICLE II: QUALIFICATION OF MEMBERS

SECTION ONE. Members shall be female, full-time, upperclass students at Centenary College of Louisiana.

SECTION TWO. They shall not be members of a Dormitory Council while serving on the Board, except for Hardin whose council is strictly in an advisory position.

SECTION THREE. They shall have, at election and during time of membership, a cumulative average of 2.0 and not be on social probation.

SECTION FOUR. They must possess the characteristics of honestly, integrity, objectivity, and courage of decision, and must have the respect of the Student Body.

ARTICLE III: DUTIES AND POWERS

SECTION ONE. The Board shall have the power to hear and act on all cases involving infractions of the rules and policies governing women students except those coming under the jurisdiction of the Honor Court and/or the College Discipline Committee.

SECTION TWO. It shall hear and act on all cases involving infractions of dormitory rules and policies, referred to it by a women's dormitory council or appealed to it by a female dormitory student. The appealer shall contact the chairman of the Women's Judicial Board.

SECTION THREE. The power to act on cases shall include the power to impose any penalties short of suspension or expulsion from the College, and shall also include the power to recommend suspension or expulsion to the College Discipline Committee.

SECTION FOUR. In case of an appeal by a student of a ruling by a Women's Dormitory Council, the Board may uphold or decrease the penalty imposed by the Dormitory Council, but in no case may increase it, except as provided in Article III, Section Six. A student may request the opportunity to appeal a ruling of the Board to the College Discipline Committee.

SECTION FIVE. The Board shall have the power to expel from its membership any members of the Board for any reason it deems justifiable. A majority vote is necessary for expulsion.

SECTION SIX. The Judicial Board shall review any decision of the Dormitory Council referred to it by the Dean of Students. A decision in a case under this provision may involve an increase in penalty. In cases involving both males and females the Women's Board shall hold a joint meeting with the Men's Judicial Board.

ARTICLE IV: ELECTIONS

SECTION ONE. Each Judicial Board shall elect members for the next Board. Not less than three nominations are to be submitted from each dorm council. The Judicial Board itself shall have the option of nominating additional candidates.

SECTION TWO. To be elected a candidate must be voted for by a majority of the appropriate women voting. In the case that only one candidate receives a majority, the persons receiving the second and third largest number of votes shall appear on a run-off ballot. In the case that no one is elected, the top four candidates shall appear on a run-off ballot.

SECTION THREE. The Board shall be elected concurrently with the Student Senate elections, to serve for the following academic year. A newly elected Board shall sit in on meetings of the out-going Board for the remainder of the current academic year.

SECTION FOUR. An election by the appropriate group of women students is to be called by the Board to fill any vacancies which might arise.

ARTICLE V: MEETINGS

SECTION ONE. The Board shall meet on the call of the chairman.

ARTICLE VI: AMENDMENTS

SECTION ONE. This Constitution may be amended at any meeting of the Board by a two-thirds vote of the Board membership. The amendment takes effect only after being approved by a majority of the women students voting in a general election and after approved by the Dean of Students.

APPENDIX K
GUIDELINES OF THE STUDENT-FACULTY DISCIPLINE COMMITTEE

PURPOSES AND RESPONSIBILITIES

1. The function of the committee is to consider and decide upon all cases involving non-academic misconduct the penalty for which may be expulsion or suspension. This provision does not affect the responsibility of the President of the College under the charter for maintenance of discipline of the College.

2. The committee also functions to decide upon appeals of other disciplinary action. If the student questions the fairness of a disciplinary action taken against him by a Dean, or a Student Judicial Body, he may be granted the privilege of a hearing before this committee. In the case of an Honor Court decision, the request for an appeal must be approved by the Dean of the College; in the case of other disciplinary decisions, by the Dean of Students.

3. The committee has the further responsibility to review campus disciplinary procedures and actions in order to stay informed and to make recommendations to disciplinary bodies and members of the Administration charged with disciplinary responsibilities.

COMPOSITION OF COMMITTEE

1. The committee shall be composed of seven persons: three students and three faculty members and a faculty chairman. The chairman should have a minimum of one year's previous service on the committee. The Dean of Students, though not a member of the committee, functions as its executive officer; i.e., he is charged with the responsibility of enforcing the decisions of the committee.

2. The faculty members are recommended by the Committee on Faculty Organization and appointed by the President of the College. Whenever possible, appointments are made for terms of more than one year.

3. The student members are recommended by the officers of the Student Senate and appointed by the President of the College.

4. Two students and two faculty alternates are selected in the same manner as the regular members. They attend and participate at the call of the committee chairman.

5. Whenever possible, appointments to this committee are made with due consideration for the principle of separation of powers.

PROCEDURAL RULES

1. The committee will meet in regular session once a month to discuss procedure, campus disciplinary problems, and hear reports from the Dean of the College, the Dean of Students, the Dean of Women, and representatives from the men and women's judicial boards and the Honor Court.
2. To hear disciplinary cases, the committee meets at the behest of the committee chairman.

3. The agenda for the meeting will not be disclosed to the members in advance.

4. The proceedings of the meetings are held in strict confidence.

5. The chairman normally causes a digest of proceedings to be prepared by a committee member or a member of the College secretarial staff.

6. No member of the committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.

7. The student is informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

8. The student appearing before the committee has the right to be assisted in his defense by an adviser of his choice.

9. The burden of proof rests upon the persons bringing the charge.

10. The student shall be given the opportunity to testify and present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

11. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the committee. The decision shall be based solely upon such matter. Improperly acquired evidence shall not be admitted.

12. For the Discipline Committee to consider an appeal, the student must file such appeal with the committee chairman within one week after the decision has been rendered by a lower body.

13. The decision of the Discipline Committee is final, subject only to the student's right of appeal to the President of the College or ultimately to the Board of Trustees.

APPENDIX L

CONSTITUTION OF THE WOMEN'S STUDENT GOVERNMENT ASSOCIATION

ARTICLE I: NAME

The name of this organization shall be the Women's Student Government Association of Centenary College.

ARTICLE II: PURPOSE

The purpose of this organization shall be:

1. To promote the general welfare of women students;
2. To establish and maintain the finest standards of conduct;
3. To provide increased communication between town and dormitory women;
4. To act as a unifying body of all women students enrolled at Centenary College;
5. To propound and enforce regulations by which the women students may govern themselves.

ARTICLE III: MEMBERS

SECTION ONE. Active members shall be all women enrolled as full-time students in the College and who have paid the WSGA fee.

SECTION TWO. Associate members of the organization shall be all other women students and the women members of the faculty. They shall have a voice, but not a vote, in the proceedings of the Association.

SECTION THREE. All women students are under the jurisdiction of WSGA standards and policies, and the responsibility for good government rests upon each woman.

ARTICLE IV: ORGANIZATION

SECTION ONE. The executive powers of the Association shall be vested in its officers, who shall be a president, a vice president, a secretary, and a treasurer.

SECTION TWO. The legislative powers of the Association shall be vested in the WSGA Council. The WSGA Council shall consist of the executive officers of the WSGA, the presidents of the dormitories, and two representatives from each class.

SECTION THREE. The judicial powers of the Association shall be vested in the Women's Judicial Board.

ARTICLE V: DUTIES AND POWERS

SECTION ONE. The president, as chief executive, shall preside over all meetings of the Association and the WSGA Council. She shall authorize the expenditure of any funds of the Association.

SECTION TWO. The vice president shall possess executive powers during the absence of the president. She shall be responsible for seeing that there are no violations of the College of WSGA eligibility requirements on the part of students elected or appointed to any WSGA Council office.

SECTION THREE. The secretary shall keep the minutes of all meetings of the Association and Council. She shall deliver a copy of the minutes to each member of the WSGA Council and Dean of Women and shall place a copy on each dormitory bulletin board within a week after the meeting. She shall be responsible for all correspondence.

SECTION FOUR. The treasurer shall be responsible for the receipt and disbursement of all funds of the Association, and shall have her accounts audited annually.

SECTION FIVE. The WSGA Council shall represent the Association, and shall have the power to enact legislation deemed necessary to carry out the purpose of the Association and to enforce the WSGA Constitution and the By-Laws. It shall have the authority to review the regulations governing women students and to recommend to the Dean of Women Additions to, deletions from, and changes in these regulations. The WSGA Council shall authorize all functions to be held under the auspices of WSGA.

SECTION SIX. The Women's Judicial Board shall have the power to hear all cases involving infractions of the rules and policies governing all women students not coming under the jurisdiction of the College Discipline Committee or the Honor Court. It shall hear any cases involving infractions of dormitory rules and policies referred to it by a WSGA Dormitory Council,

the Dean of Women, and others. The power to hear such cases shall include the power to impose any penalties short of suspension or expulsion to the proper College authorities. In the case of an appeal to a ruling by a WSGA Dormitory Council, the Judicial Board may uphold or decrease the penalty imposed by the Dormitory Council, but may in no case increase it.

ARTICLE VI: QUALIFICATIONS FOR OFFICE

SECTION ONE. All WSGA Council members must maintain a 2.2 scholastic average.

SECTION TWO. The president of the Association shall be a senior or a junior. She shall have served for one year on the WSGA Council or the Women's Judicial Board, in order to be eligible for the office.

SECTION THREE. The vice president shall be a senior or a junior.

SECTION FOUR. The secretary shall be an upperclasswoman.

SECTION FIVE. The treasurer shall be an upperclasswoman.

SECTION SIX. There shall be two representatives from each class.

SECTION SEVEN. An executive officer of the Student Government Association shall not be an executive of WSGA.

ARTICLE VII: ELECTION

SECTION ONE. Officers of the Association shall be elected annually by the active members of the Association. All officers shall assume office not later than May 15.

SECTION TWO. Nominations for WSGA Council members will be solicited from all dormitory residents and the council itself. The vice president will make sure all nominees are eligible to run.

SECTION THREE. The election must be held within two weeks after the first reading of the nominations.

SECTION FOUR. In case a vacancy occurs in the office of president before the beginning of the second semester during the incumbent's year in office, an election shall be held to fill the vacancy. In case the vacancy occurs in the office of the president after the beginning of the second semester during her year in office, the vice president shall act as president. In case a vacancy occurs in the office of vice president, secretary, or treasurer, the president, with the approval of the WSGA Council, shall fill the vacancy by appointment. In case a vacancy occurs in the office of WSGA Dormitory president, an election will be called.

ARTICLE VIII: MEETINGS

SECTION ONE. The Association, as a whole, shall meet at the discretion of the WSGA Council or by a petition signed by twenty-five Association members and presented to the Association officers.

SECTION TWO. Two-thirds of the active members shall constitute a quorum for a general meeting of the Association.

SECTION THREE. The WSGA Council shall meet at least twice a month. They shall meet on the second and fourth Wednesday. Special meetings may be called by the president or at the request of a member of the WSGA Council. A majority of the membership of the Council shall constitute a quorum.

SECTION FOUR. All WSGA Council members are required to attend meetings unless excused by the president or vice president with the approval of the WSGA Council. Absences are excusable only in the case of emergency and sickness or class conflict. An unexcused absence will remove a member from the council and an election will be held to replace her.

ARTICLE IX: WOMEN'S DORMITORY ORGANIZATION

SECTION ONE. Juniors and seniors are entitled to live in a junior-senior dormitory if they meet special requirements. A resident of this dorm must be of junior or senior standing. She must have a 2.0 overall average, and must not be on academic or social probation. If a resident fails to maintain a 2.0 overall average, she is allowed one semester to bring her average up to a 2.0 overall average. A resident must have permission from her parents to reside in the junior-senior dorm. The residents of the dorm will have a dorm council which will create and enforce dormitory rules at its own discretion. Fire drills will be held at least once a month in the junior-senior dorm.

SECTION TWO. The executive and judicial powers of each dormitory shall be vested in a WSGA Dormitory Council. Each WSGA Dormitory Council shall be composed of a president, a vice president, a secretary, a treasurer and, a publicity chairman, elected by all residents of the dormitory, and representatives of the classes in the dormitory, elected by the resident members of that class.

SECTION THREE: The officers of the WSGA Dormitory Council must have a grade point average of 2.2. The president must be an upperclasswoman. The vice president must be an upperclasswoman. The secretary, the treasurer, and the publicity chairman must hold at least sophomore standing.

SECTION FOUR. The legislative powers of the dormitories shall be vested in the WSGA Council.

ARTICLE X: DUTIES OF THE WSGA DORMITORY OFFICERS

SECTION ONE. The duties of the president shall be to call together and to preside over all meetings of the Dormitory Association and the Dormitory Council. She shall approve the appointment of standing committee chairmen, and perform all duties which usually fall to the president of an organization and she shall audit annually, the treasurer's book.

SECTION TWO. The duties of the vice president shall be to assume the duties of the president in her absence, to supervise proctor assignment and

the delegating of duties of the proctors check to various members of the dormitory council, and to determine that there are no deviations from College of WSGA eligibility requirements by a member of WSGA Dormitory Council or dormitory committee chairmen.

SECTION THREE. The duties of the treasurer shall be to collect all fees assessed by the WSGA Dormitory Council, to keep an accurate record of all receipts and disbursements, and to make reports when requested to do so. She shall have her books audited annually by the president of the dormitory. She shall also supervise the duties of the freshman on door duty between 11:00 P.M. to 12:00 Midnight.

SECTION FOUR. The duties of the secretary shall be to keep the minutes of all meetings of the WSGA Dormitory Council and to submit a copy of these, and restrictions or disciplinary cases to the Office of the Dean of Women within five days after a meeting. She shall record and distribute all penalties and other records of disciplinary cases and handle all correspondence.

SECTION FIVE. The duties of the publicity chairman shall be to handle all publicity for the dormitory or the WSGA Dormitory Council and to post all notices. She shall assume full responsibility for the bulletin boards, and shall work in cooperation with the campus-wide Bulletin Board of WSGA.

SECTION SIX. The duties of the WSGA Dormitory Council shall be to propose to the WSGA Council, those regulations which best serve the needs of the women students, to execute a social and educational program in the dormitory, and to promote desirable personal development and effective group living. It shall also hear and act upon violations of dormitory regulations not coming under the jurisdiction of the Women's Judicial Board or the College Discipline Committee, and shall represent and interpret WSGA regulations.

SECTION SEVEN. Each class representative shall be responsible for checking to see that campus penalties are enforced among the members of her own class. There will be one upperclass representative and one lowerclass representative. The upperclasswoman representative will be fire marshall in charge of all fire drills.

ARTICLE XI: ELECTION OF WSGA DORMITORY OFFICERS

SECTION ONE. A candidate for president, vice president, secretary, treasurer, publicity chairman, or upperclass representative must have been in residence for one semester, and her support of the WSGA regulations must be above question. A standing committee chairman of the WSGA Dormitory Council must comply with the College regulations stipulating eligibility to hold the office of standing committee chairman.

SECTION TWO. A nominating committee shall be appointed by the dormitory president, with the approval of the WSGA Dormitory Council at the last meeting of the Council in March. The list of nominees for the offices of

president, vice president, secretary, treasurer, and publicity chairman, as well as the date of the next dormitory meeting, shall be posted on the dormitory bulletin board within one week of the date of the committee's appointment. The election shall be conducted at the next dormitory meeting, which should take place the week following the posting of the slate. Nominations from the floor shall be accepted at this meeting, and election of officers shall take place.

SECTION THREE. The election of the class representatives shall take place on the same date as that of the officers of the WSGA Dormitory Council with the exception of the freshman representative which shall take place a month after the fall semester has begun.

SECTION FOUR. Each resident holds the privilege of one vote for each of the offices of president, vice president, secretary, treasurer, publicity chairman and her class representative. A majority vote shall be necessary for a candidate to be elected.

SECTION FIVE. The term of office shall be for one regular school year provided the officer maintains the qualifications necessary for eligibility for election. Upon installation, the new council members must attend all remaining dormitory council meetings.

SECTION SIX. In the event of a vacancy in the office of president, vice president, secretary, treasurer, or publicity chairman, the WSGA Dormitory Council shall hold another election. In case of a class representative vacancy, the president and vice president shall act as co-chairmen and shall hold an election in that respective class.

ARTICLE XII: WSGA DORMITORY COUNCIL MEETINGS

The WSGA Dormitory Council shall hold regular meetings once a week. All members of the WSGA Dormitory Council shall be present. Any dormitory resident may attend her Council's meeting upon request, but the Council may hold a closed meeting if condifential, personal matters are to be discussed.

ARTICLE XIII: INSTALLATION OF OFFICERS

SECTION ONE. The newly elected and appointed members of the WSGA Council shall be installed before the end of the spring semester with the understanding that they shall assume full responsibility following installation.

SECTION TWO. The newly elected WSGA Dormitory Council members shall be installed at the last dormitory meeting in May.

ARTICLE XIV: AMENDMENTS

SECTION ONE. This Constitution may be amended at any meeting of the Association by an affirmative vote of two-thirds of the active members, provided such an amendment has been passed by two-thirds votes of the WSGA Council and approved by the Dean of Women.

SECTION TWO. New rules or amendments to the Constitution may be

proposed by a WSGA Dormitory Council, the WSGA Council, or proposed in writing and signed by at least twenty-five active members. Notice of the proposed amendments must be given at least one week before action is taken.

APPENDIX M
GUIDELINES FOR THE HONOR SYSTEM

1. ADVANTAGES OF THE HONOR SYSTEM

We of Centenary College are proud of the fact that our students govern their own academic performance through an Honor Code which they helped to write, and which they themselves administer.

A national survey has shown that cheating occurs more often on campuses where no joint Honor System is in effect and where enforcement of honesty is left up to faculty alone. It occurs least often among students in colleges where both students and faculty participate in a functioning Honor System.

Our Honor System is a classic example of growing student participation in self-government and responsibility for administrative affairs on campus. The increased freedom if affords gives those who participate in it room to grow in Maturity and responsibility, and to strengthen qualities of honesty and ingegrity.

Sharing with the student body in the observance and the administering of the Honor Code also benefits the College faculty. Faculty and students become partners in striving toward a lofty goal, and their common striving builds an atmosphere of trust and confidence. Faculty members are also relieved of the necessity of filling the distasteful role of policeman.

We developed the Honor System at Centenary College because the student proposed the idea to the College faculty and asked that the faculty join in writing and administering a workable code. The Code was tried on an experimental basis in some departments of the College in 1953, and soon thereafter the present Honor Code was adopted as binding for all regular students of the College.

2. REQUIREMENTS AND PROCEDURES

Basically the Code provides that a student will neither cheat nor will he tolerate cheating on the part of others.

If you have registered at Centenary, you have signed a pact which automatically includes you as a part of our Honor System, binding you to its terms and committing you to uphold its principles and its provisions. You have agreed to present work for credit which is wholly and only your own. When exams are given or when you present written work and research papers, no professor or proctor will stand by as a policeman to insure that the work is your own. Your own personal integrity is your proctor.

We administer the Code through a Student Court composed of five members and two alternates, who are chosen from among nominations made by the student

body and the faculty. One member is elected to preside as chief justice. At least one faculty member serves as adviser and liaison officer. The Constitution of the Honor Court provides that all violations of the Code shall be referred at once to the Court. It also provides for hearings, suitable penalties upon conviction, and appeal of conviction.

A conviction before the Honor Court for violation of the Honor Code may result in one of the following penalties: Conviction without further penalty, Honor Court F on the work, Honor Court F in the course, suspension for one semester or permanent expulsion from Centenary. Every student should thoroughly familiarize himself with the Honor Court Constitution printed in another part of Gentlemanly Speaking in order to understand exactly what his responsibilities are under the Honor System.

If you suspect that a violation of the Honor Code has occurred, it is your obligation to inform a member of the Honor Court of this fact as soon as possible Names of the members of the Court will be posted in each classroom. If you do not know any of these students, you may send written notice to the Faculty Adviser, Honor Court, through campus mail.

The Honor Court Constitution and the Honor Code are printed in full detail elsewhere in Gentlemanly Speaking, which all incoming students are expected to read carefully, The Honor System is also explained to new students during formal orientation each fall.

3. RESEARCH PAPERS AND THE HONOR SYSTEM

Most commonly, violations of the Honor Code concern plagiarism. In the interests of clarification, these guidelines are offered.

Plagiarism in any work done under the Honor System is a violation of the Honor Code, and is a serious offense.

You will be plagiarizing if (1) you are not accurate in indicating direct quotations from any source, including textbooks, or (2) you do not completely reword when you paraphrase. Rewording includes using your own language and your own sentence structure. A paraphrase should sound like you, not like the source with the words shifted around. Both quotations and paraphrasing require documentation. Any plagiarism, intentional or not, casts doubt on the honesty of all your statements.

A Short Guide to Manuscript and Documentation Form, by Allen and Colbrunn, found under 029.6, AL53s, and the MLA Style Sheet, found under 029.6, M72s, are both on permanent reserve in the library for your reference use. These pamphlets, along with the freshman English textbook and this explanation, should indicate exactly what is no proper credit and correct form for giving credit.

Borrowing an author's ideas and putting them into your own words is paraphrasing and requires that credit be given for the ideas by means of a footnote or other clear procedure. Neither quotation marks nor indentation is used for paraphrasing. If you present another person's ideas as your own by not giving credit, you are plagiarizing. When in doubt, footnote!

Borrowing an author's exact words is quoting and also requires a footnote or other clear credit to the source. Quotes must be placed in quotation marks, and if the quote is long, it should also be indented and single spaced. If you quote an author and do not put the quote in quotation marks or indent, you are plagiarizing even if you do give a footnote! You are borrowing not only the author's ideas, but present the words as your own, you still are not giving full credit, and thus are plagiarizing. Usually, two or more distinctive and sequential words from the source should be placed in quotation marks.

Following is a reproduction of part of page 208 of Recent American Literature by Donald Heiney (Great Neck, New York: Barron's Educational Series, 1958). Following this reproduction are examples of three student's use of this reference in research papers. Two of the students, A and B, have given improper credit and therefore are guilty of plagiarism. Student C has given proper credit.

The original passage:

The awarding of the Noble Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author; today many American critics are inclined to agree in this judgement The distinction is one to which he is well entitled. He is sometimes considered an agrarian naturalist in the manner of Erskine Caldwell; actually he is more meaningful and profound, as well as more artistically original, than any ot the American naturalists with the possible exception of Hemingway. His novels are generally laid in rural settings, but the problems they treat are psychological and moral rather than physical. His great subject is the decline of the South: its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A's paper:

The awarding of the Nobel Prize to Faulkner in 1950 has brough home to the American public the fact in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels. His great subject is the decline of the South: its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.

Student A has plagizrized both ideas and words by presenting them as his own without any footnotes at all. He has violated the Honor Code.

Student B's paper

The awarding of the Nobel Prize to Faulkner in 1950 has brought home to the American public the fact that in Europe he is considered the foremost living American author. His naturalism is sometimes compared to that of Erskine Caldwell. Faulkner's naturalism is illustrated by his use of rural settings in his novels.

His great subject is the decline of the South: its economic sterility, its moral disintegration, and its struggle to resist the progressive and materialistic civilization of the North.[1]

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[1]Donald Heiney, Recent American Literature, (Great Neck, New York: Barron's Educational Series, 1958) , p. 208.

Student B has given credit for the borrowed ideas by his footnote, but not for the words, which are also borrowed in places. Although a few words are changed, there are still complete sentences lifted intact from the original work without giving credit for the author's words. Student B also has violated the Honor Code.

Student C's paper

Faulkner's great talent has made him "the foremost living American author"[1] to European critics. The rural settings of many of his novels illustrate his naturalism which is often compared with that of Erskine Caldwell. The central theme of Faulkner's novels is the decline of the South.[2]

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[1]Donald Heiney, Recent American Literature, (Great Neck, New York: Barron's Educational Series, 1958) , p. 208.

[2]Ibid.

Student C has given credit for both the phrase "the foremost living American author" and for the ideas borrowed. He has given proper credit.

4. A FINAL REMINDER

If you have any questions, it is your responsibility to ask your teacher exactly what he requires in a paper that requires research or documentation. Let us remind you that this applies to all full-time students whether in day or night classes.

ALMA MATER
(Words by James Church Alvord)

Where the sleepy, silver bayou
Gleans among the pines,
Watching o'ver the throbbing city
Alma Mater shines.

(Chorus)

Forward, forward, Centenary—
Time and tide may fail,
But our hearts shall love thee ever—
Centenary, Hail!

Like a wave the mighty city
Surges 'round thy feet.
Guide it, train it, teach it wisdom,
Alma Mater sweet.

(Chorus)

Green the boughs that rustle 'round thee
On thy stately crest;
Greener is our mem'ry of thee—
Alma Mater blest.

(Chorus)